

Printing Red Forms

FAQ

Prepared for

myUnity Essentials Financial



Netsmart

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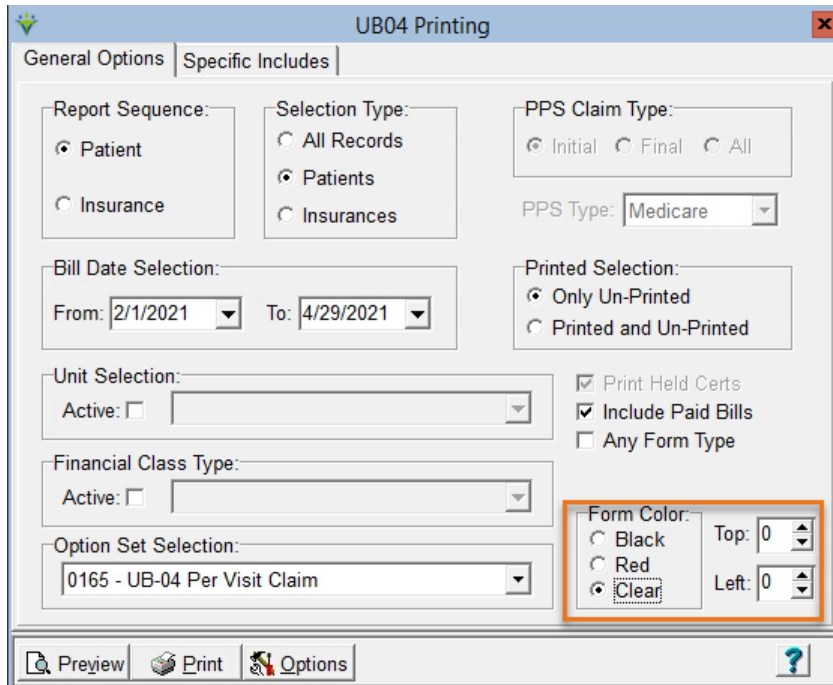
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Overview

User-supplied red claim forms can be printed via the **Billing > Printed Claims > 1500 Forms** and **UB04 Forms** menus. Multi-use printers are NOT recommended. If your red claim forms are not printing correctly, follow the troubleshooting steps below.

Troubleshooting Steps

1. If the data on the form is printing uniformly out of alignment to the left or right of the locator boxes, try adjusting the **Left** offset fields in the General Options tab. A positive value will move the alignment to the right and a negative value will move the value to the left.
2. If the data on the form is printing uniformly out of alignment to the top or bottom of the locators, try adjusting the **Top** offset. A positive amount will move the alignment down and a negative amount will move the alignment up.



3. Confirm the latest printer drivers are loaded for your printer.
4. If claim forms are being saved and printed from PDF (Adobe Acrobat is recommended as the default PDF viewer if using the Firefox browser), the print settings should have **Actual Size** selected instead of "Fit."

Printer: **HP Officejet Pro X476dw MFP PCL 6 (Network)**

Copies:

Pages to Print

All

Current page

Pages

▶ More Options

Page Sizing & Handling ⓘ

Fit

Actual size

Shrink oversized pages

Custom Scale: %

Choose paper source by PDF page size

Print on both sides of paper

Orientation:

Auto portrait/landscape

Portrait

If you are using a multi-function printer it may not be possible to get th