Printing Red Forms

Prepared for

myUnity Essentials Financial



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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.

👻 UB04 Printing 🗙					
General Options Specific Includes					
Report Sequence: Patient Insurance	Selection Type: C All Records Patients C Insurances	PPS Claim Type: © Initial C Fina PPS Type: Medic	I C All		
Bill Date Selection: From: 2/1/2021	To: 4/29/2021 💌	Printed Selection: © Only Un-Printed © Printed and Un-Printed			
Unit Selection:		Print Hel Include F Any Forr	d Certs Paid Bills n Type		
Active:		Form Colo	r:		
0165 - UB-04 Per Visit Claim					

- 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)	✓ Pro
Copies: 1	Prin:
Pages to Print	
 All 	
○ Current page	
O Pages 1 - 4	
More Options	
Page Sizing & Handling 👔	
Size Poster Size	Booklet
⊖ Fit	
Actual size	
O Shrink oversized pages	
O Custom Scale: 100 %	
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 a	occible to get th