

## Print Statement of Claim Data for PPS Payer

This feature will allow you to print an itemized statement for PPS payers that have not had an EOE claim created yet.

1. Go to **Billing > All Other Billing**
2. Select your From and Thru Dates
3. Key in "Z" into the **PayClass Code** field (this is what will allow PPS patients to show up on this screen)
4. Search for the patient by chart or name in the **Search by Name of Chart#** field
5. In the upper, right corner check **Visits** and **Supplies**
6. Click the **Prepare Charges for Billing** button
7. You can use the settings at the bottom, right corner to **Print Patient Statements** or **Print Patient Claim Data**

### **Print Patient Statements**

Shows the patient demographics at the top, billing date range, payer information, doctor and agency contact information.

Then it will list the itemized dates of charges, with the units, description and charge amount with total.

### **Print Patient Claim Data**

Shows the patient demographics at the top, billing date range, payer information, doctor, ICD codes and agency contact information.

Then it will list the itemized dates of charges that include the revenue code, HCPCS, description, hours and units, the charge amount with total.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51296.aspx>