

Claim Templates

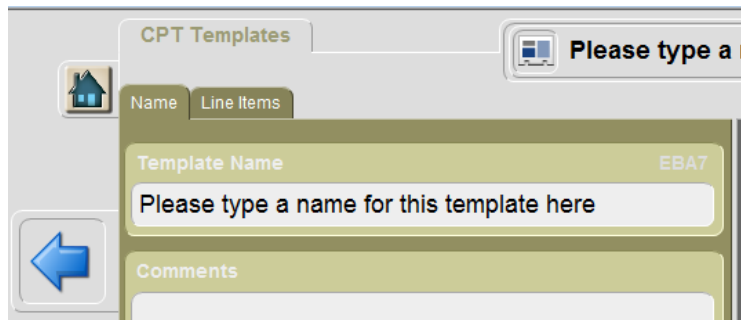


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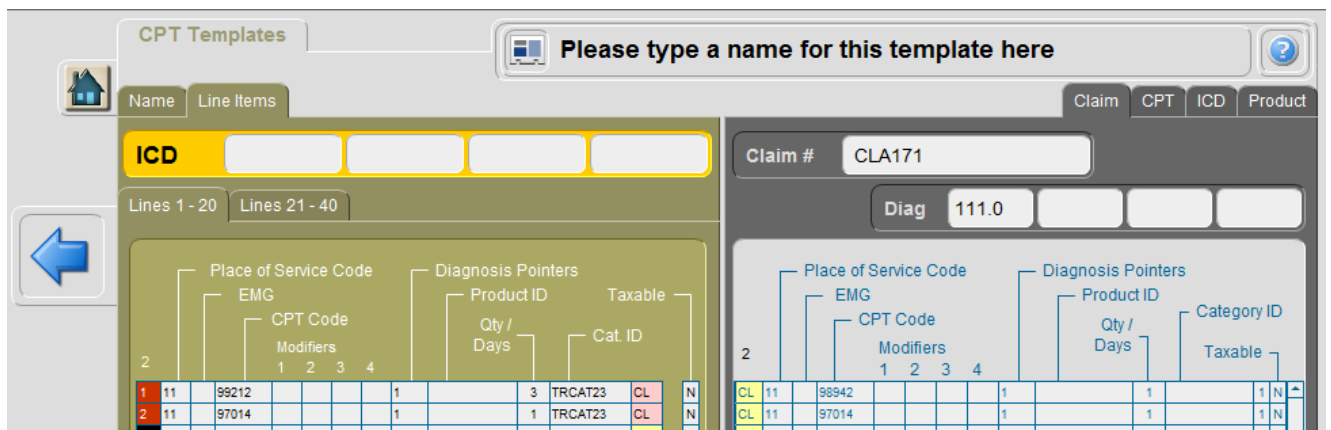
- Once charges have been entered on a claim you can create a template for quick auto fill later. The template can include unlimited charge lines, DX pointers, Units and Pricing Categories (entered in the CPT code library).
- To create a Template click the **Tmplt** tab on the upper left, then click the green plus icon.



- Change the "Template Name" field to something you will understand later.

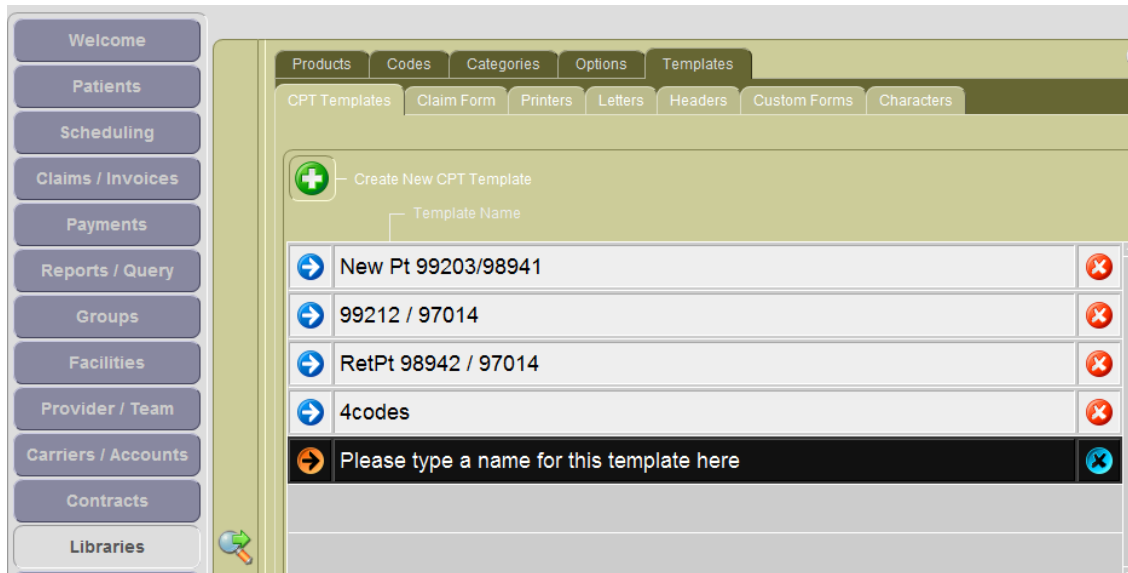


- Click the **Line Items** tab to view or change the actual template.



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- Click the blue Back Arrow icon to return.
- To change the name of a template, go to the **Libraries** menu and select the **Templates** tab. Click on the blue arrow next to the template to view or edit the template. You can also delete a template here by clicking the red X button.



- Once create, you can select the template when creating future claims. After entering the "Default Date of Service" for the claim, you will click the **Tmplt** tab and click on the Template name to auto fill the template information.

