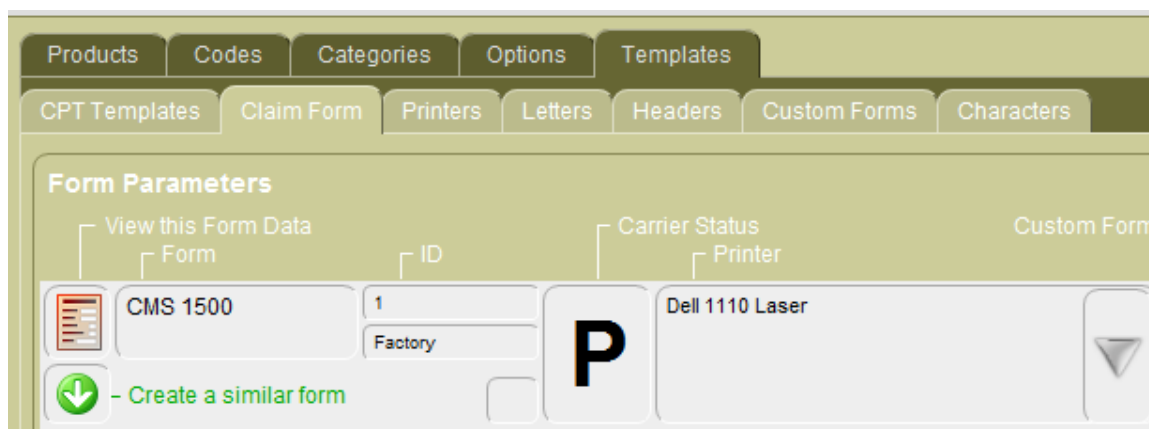


Aligning the CMS 1500 Form for One or More Printers

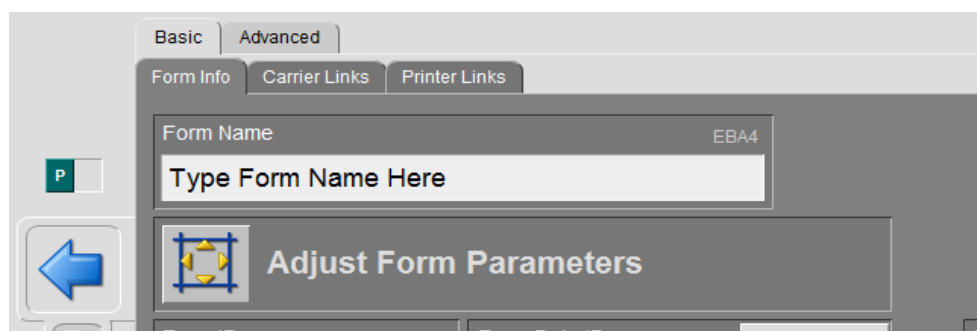


Aligning the CMS 1500 Form for one or more printers

- Select the **Libraries** menu.
- Select the **Templates** tab.
- Select the **Claim Form** tab.
- If the master form CMS 1500 does not align to your printer, click the green down arrow icon labeled “**Create a similar form.**”



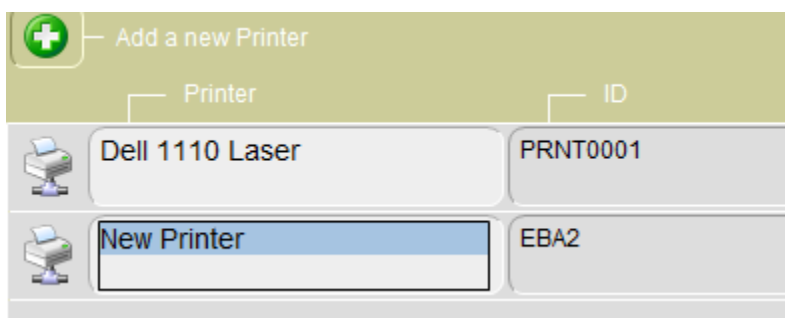
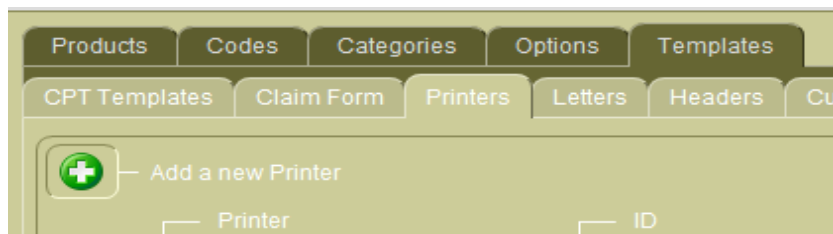
- Enter a new unique Form Name.
- Click the blue Back Arrow to return.



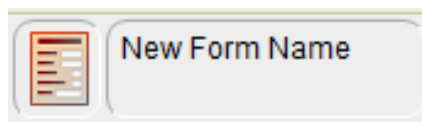
- Go to the **Printers** tab.

Aligning the CMS 1500 Form for One or More Printers

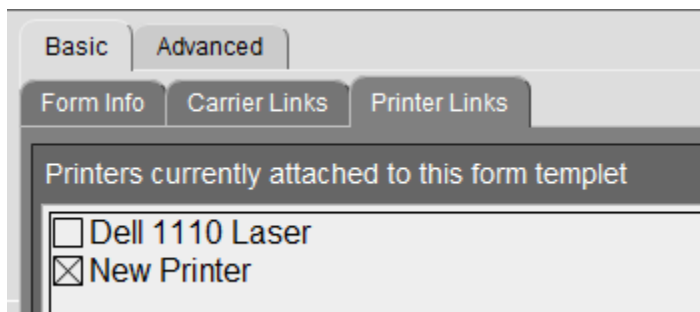
- Click the green plus icon labeled “**Add a new Printer**” to add a new Printer. Enter the printer name.



- Return to the **Claim Form** tab, click the form icon, shown here to the left of “New Form Name”:



- Then, click the **Printer Links** tab and check the box for the new printer.



Aligning the CMS 1500 Form for One or More Printers

Set the User and System Preferences for the new printer and form

- Go to the **Provider / Team** menu.
- Click the blue arrow to go into the user account to set preference for newly aligned form.
- Click **Preferences** tab and select the **Printing** tab and select the new Default Printer and the new Default Form. This process will need to be repeated for each user who will print with this printers and this form.

The screenshot shows the 'Provider / Team' user account interface for Jackie Blackwell. The 'Access' tab is selected, and the 'Printing' sub-tab is active. Under 'Default Printer', the 'Dell 1110 Laser' is selected. Under 'Default Form', the 'CMS 1500' form is selected.

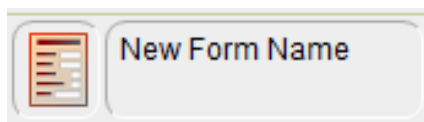
- **Also**, on the **Preferences Menu**, select the **Program Defaults** tab. Then select the **FRM** tab. Select the new Printer and the new Form.

The screenshot shows the 'Program Defaults' preferences menu. The 'FRM' tab is selected. Under 'Pricing Categories', 'Medical' is selected. Under 'Printer', 'New Printer' is selected. Under 'Form', 'Test' is selected. The 'Condition Related to:' section has three questions: '10. a Employment?' (No selected), '10. b Auto Accident?' (No selected), and '10. c Other Accident?' (No selected).

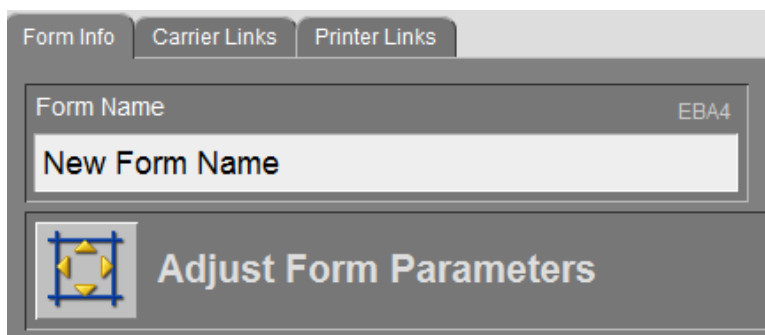
Aligning the CMS 1500 Form for One or More Printers

Adjusting the Form

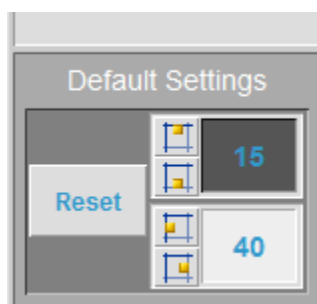
- Return to the **Libraries** menu, **Templates** tab, **Claim Form** tab.
- Click the new form icon.



- Click the button labeled “**Adjust Form Parameters**”



- Begin by adjusting the **Default Settings**. Looking at your printed form which was printed from the master setting, nudge the entire form up or down, left or right, by clicking on the nudge icons in the column in the middle of the Default Settings box.



- Once the form is aligned up or down, left or right, click the **Fields** tab and the nudge icons to move individual fields. On the left, you will see blue

Aligning the CMS 1500 Form for One or More Printers

boxes for each field. Click on the field to be adjusted. Then, use the Nudge Fields icons to move your data in any of the four directions.

- Click the green icon to save, then re-print claim.

- Repeat the nudging process until the form is aligned.

Note: When creating another alignment choice for new printers, be sure to duplicate from a previous form to begin working with a form unique to this printer.