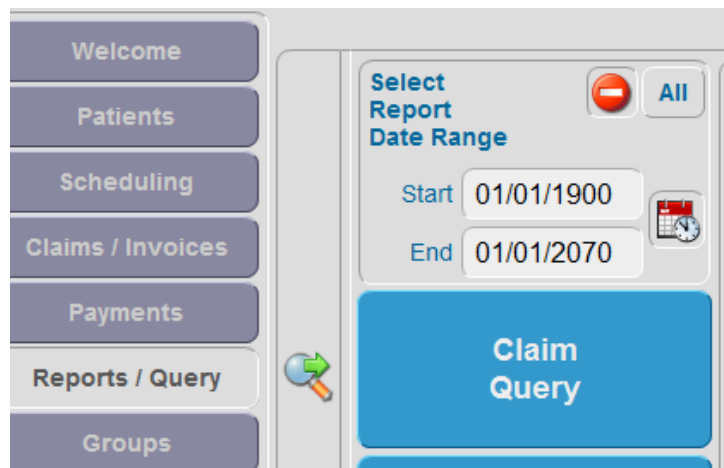




CMS 1500 Batch Printing

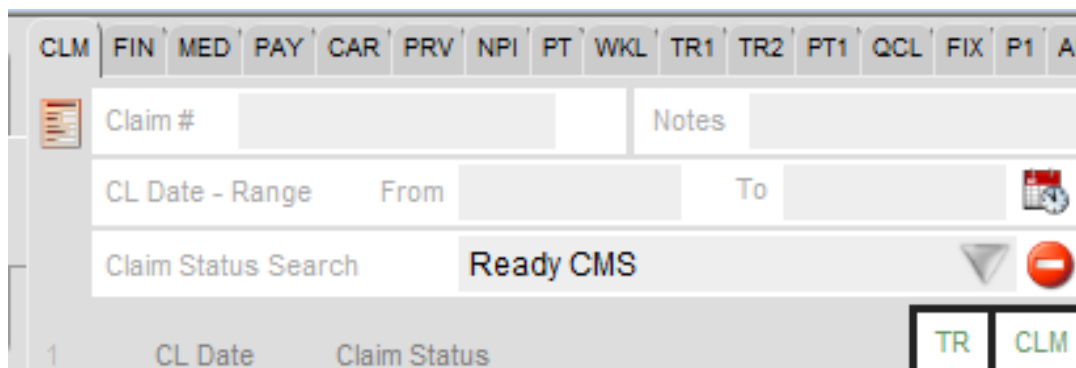
- Go to the **Reports / Query** menu and select **Claim Query**.



- Clear the query by clicking the red minus icon on the right of your screen.



- On the **CLM** tab, in the “Claim Status Search” field, click the gray triangle for a drop down list and choose “Ready CMS.”

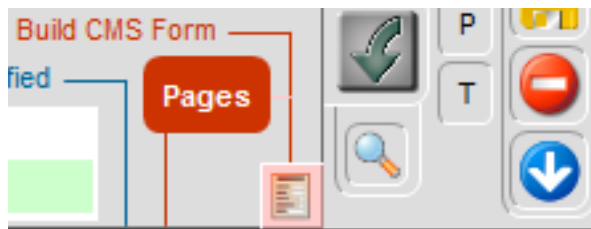


Claims – CMS 1500 Batch Printing

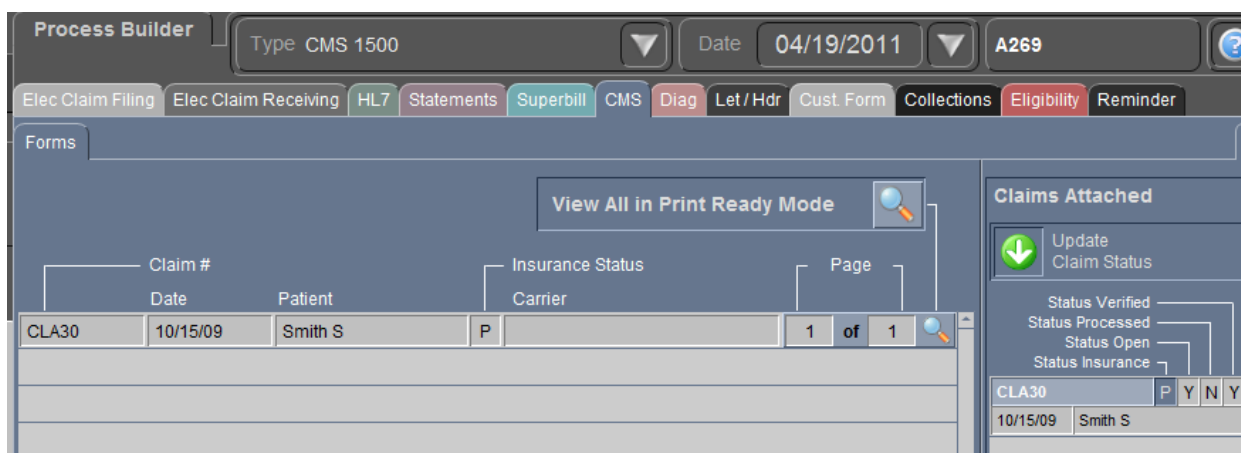
- Click blue down arrow at the right of the screen to run the query.



- Click the “**Build CMS Form**” button to the right of screen near the blue down arrow.



- The forms will process and then take you to the **CMS** tab of the **Process Builder**.



- Click the button labeled “**View All in Print Ready Mode**” to preview and print all CMS 1500 forms.
- Click the green down arrow icon labeled “**Update Claim Status**” to update the status of all the claims. The status “Ready CMS” will be removed and “Processed” will be added.