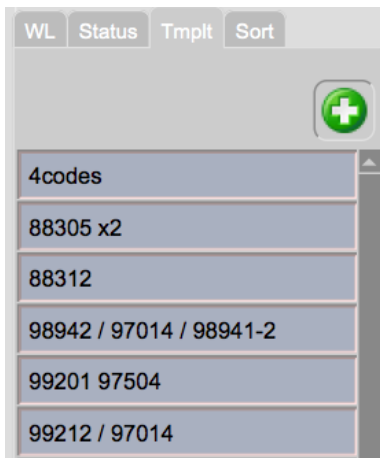


Claim Templates V4

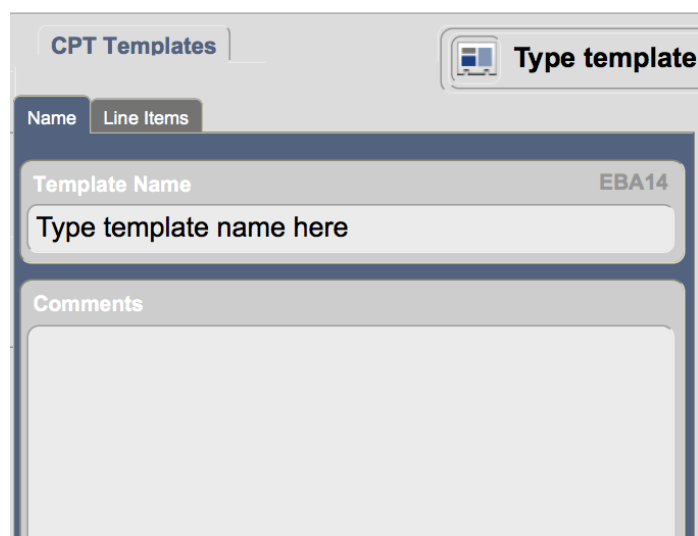


Claim Templates

- 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.



Claim Templates V4

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

- 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 created, 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.

Claim Templates V4

The screenshot displays a software interface for managing claim templates. At the top, there are navigation buttons: a blue arrow pointing left, a house icon, a lightbulb icon, a green plus icon, and buttons labeled 'Entry', 'Ledger', and 'Processing'. Below these are tabs for 'WL', 'Status', 'Tmpl', and 'Sort'. The main header area includes 'Providers', 'Condition', 'Charges', and 'Patient'. The primary entity is 'MC Medical Clinic of New Mexico'. There are sub-tabs for 'Claim Info', 'Diagnosis Pointers', 'Pricing', and 'Qu'. Two main action buttons are visible: 'Preview Form' (pink) and 'Superbill' (green). A 'Facility' section includes fields for 'Rendering' and 'Referring'. A 'Default Date of Service' dropdown menu is set to '01/30/2017'. Below this, a table lists various codes and their associated dates and services.

Code	Date of Service From	Date of Service To	Pla. Srv.	EMG CPT Code
4codes				
88305 x2				
88312				
97014				
98942 / 97014 / 98941-2				
99201 97504				
99212 / 97014				
99999/45444				
Interpreter Spanish T1013 76				
New Pt 99203/98941				
RetPt 98942 / 97014				
24.	01/30/17	01/30/17	11	97014