DC EZ Instructions

- How to create a print image claim file??

1. Enter into The Billing Control Center.
2. Choose option " F " for HCFA 1500 insurance claims.
3. Select the range of claims that you wish to bill, whether it be by patient, financial class, or date of service.
4. Choose " Print "
5. NEW SCREEN
6. Select Print location
7. Check "View Only" box
8. The default path should be " c:\m4\cap\ ". The drive letter, "C:\", will be different if you are on a network.
9. Click on the File name field, press the F6 key to clear the box. Type in " claims "or the file name.
10. Click the Contents field, type in " claims " for the contents of the file.
11. Choose " Process "
12. DC Easy will begin to print your insurance claims to the file.
13. After the print image file has been created, minimize your DC Easy software. Double Click on the "Transmit Claims" Icon on the desktop, and Click "Transmit Claims" to transmit.

Path and filename of your print image claim file = C:\m4\cap\claims.vew