Creating a "Print Image File"
Medisoft Windows version 7.0 or greater

- Left Click on Activities - Claim Management
- When charges have a "Ready to Send" status, and the default billing method is Paper,   Click "Print/Send" at the bottom.
- Select claims with a billing method of: Choose "Paper" and click OK.
- Select the HCFA form you want to use, click OK.
- In the "Print Report Where"? window click "Export the Report to a File".
- When the "Save as" window pops up asking where you want to save the text file chose the data path c:\claims and name it claims.txt then click save.
- The "Data Selection Questions" window comes up allowing you to filter what claims you want to send, leave blank or choose a filter then click "OK".

You can use the report designer to move or adjust data fields as needed.