

Insurance Billing – Batch Printing CMS Forms

1. Open Back Office / Administration in OD Pro (Click on the Start tab, then the Back Office / Administration panel)
2. Click the Insurance Billing icon



3. Click New Batch
4. Enter Batch Parameters (**Hint:** Batch parameters are based on Invoice Date not Encounter Date)
5. Click OK
6. Correct Invoices with Errors (typical errors; missing sex, etc.)
 - a. Select the Batch Edits Required tab
 - b. Select Invoice to correct and press F2
 - c. Correct Invoice

If necessary, run another batch after correcting invoice errors (remember that the second batch will only process those invoices corrected above. Provide a unique description for the second batch i.e. 11/20/08 #2)

7. Select Batch created
8. Click Print to print CMS forms

For electronically submitting insurance claims, refer to the **OD Professional – Electronic Submission of Insurance Claims** job aid.