

Printing Alignment of Forms in Physicians Billing

Printing alignment with Forms, ie claims, superbills, statements etc

Make adjustments in Atlantis Word Processor as follows:

- 1) Print one page of the form in question, ie the claim form
- 2) Change the Page Settings by selecting File-Page Settings and modifying the margins as necessary to properly align the form.
- 3) Make note of the changes you made to the Margin settings
- 4) Continue with steps 1-3 until the form is aligned correctly
- 5) Open the template form in question ie PBClaim.rtf as follows
File-Open-C:\Doc\PBTemplates\PBClaim.rtf
- 6) Change the Page Settings by selecting File-Page Settings and modify the margins as you did when printing the test form
- 7) Close the Page Setting dialogue and save the template form ie
PBClaim.rtf as follows:
File-Save

Template Directory: C:\Doc\PBTemplates

Template Name	Description
PB120CHR.RTF	Prints Reports up to 120 characters wide
PB132CHR.RTF	Prints Reports up to 132 characters wide
PB5160.RTF	Prints Reports up to 120 characters wide
PB80CHR.RTF	Prints Reports up to 80 characters wide
PB96CHR.RTF	Prints Reports up to 96 characters wide
PBCLAIM.RTF	Prints HCFA 1500 forms
PBLABDYN.RTF	Prints Dynacare Lab request forms
PBLABLAB.RTF	Prints Lab Corp Lab request forms
PBSTAT.RTF	Prints Private Statements
PBSUPER.RTF	Prints Superbill forms

If you destroy a template while working with it, there is a backup in the PBTemplates subdirectory called for example PBClaim.org. If you need to restore, just copy the *.org to *.rtf. Then set the file attribute of the *.rtf to read/write (To do this in Windows Explorer, select the file Properties, the General Tab, then make sure the Read-Only is NOT checked.)