

# Printing Paper Claims

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## Requirements:

Windows based computer/laptop, internet access

## Purpose:

MediMatrix can create a print image that can be used to create CMS 1500 (HCFA 1500) paper claims. The print image file that MediMatrix generates must be loaded into a program called GSView (Ghost view).

There are 2 files that must be downloaded from the Internet sites below and Ghostview requires that Ghost script libraries are installed first.

## Steps:

1. Ensure both 'Ghostscript Libraries' and ' Ghostview program' are downloaded from the Customer Resource download section.
2. Creating print files and using Ghostview
  - Search for claim using Claims Manager->Search menu
  - Verify claim insurance information is correct
  - Select payer from the 'Print Claim' box, then click printer icon
  - When the file download box pops up, select save to computer
  - Save as HCFA\_batch\_number.print
  - Click close when download completes
  - Minimize MediMatrix
  - Launch the GS View program
  - File->Open
  - Select File Type: ALL FILES
  - Find the file you downloaded (HCFA\_batch\_number.print)
  - File->Print (load printer with CMS 1500 forms)

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For questions or assistance, please contact:

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