

How do I format box 32 to print Practice Information when no facility is entered?

Normally, box 32 of the HCFA 1500 form will only print when a facility is entered into the patient's case, and that facility has a different name than the practice. If you need the practice information to print in box 32, when this is not the case, take the following steps:

1. Click on the Reports menu and Design Custom Reports and Bills.
2. Click on File and Open Report.
3. Double click the HCFA form you are using to submit paper claims.
4. Scroll down to the bottom of the Report, and double click on the field labeled Name. This will open the Data Field Properties Window.
5. In the Data Field Properties window click on Edit. This will open the Conditional Expression window.
6. In the Conditional Expression window click on the Data radio button in the "then print" section. This will bring up the Select Data Field window.
7. Under Files click on Practice, and under Fields click on Practice Name and click OK
8. Notice that the then print section now shows Practice.Practice Name in the data field. Click OK.
9. Click OK
10. Follow steps 5 through 9 for data fields Street 1 and City Line. The only difference is that you will select street 1 and City Line for the field under Step 7.
11. Next, click on File and Save As
12. Type in the name of your newly customized form. Click OK.
13. Exit out of the report designer by clicking on File And Exit.
14. You should now see your newly edited form inside of your custom report list. This report will print out the practice name and address in box 32, as long as there is not a different facility entered into the patient's case.