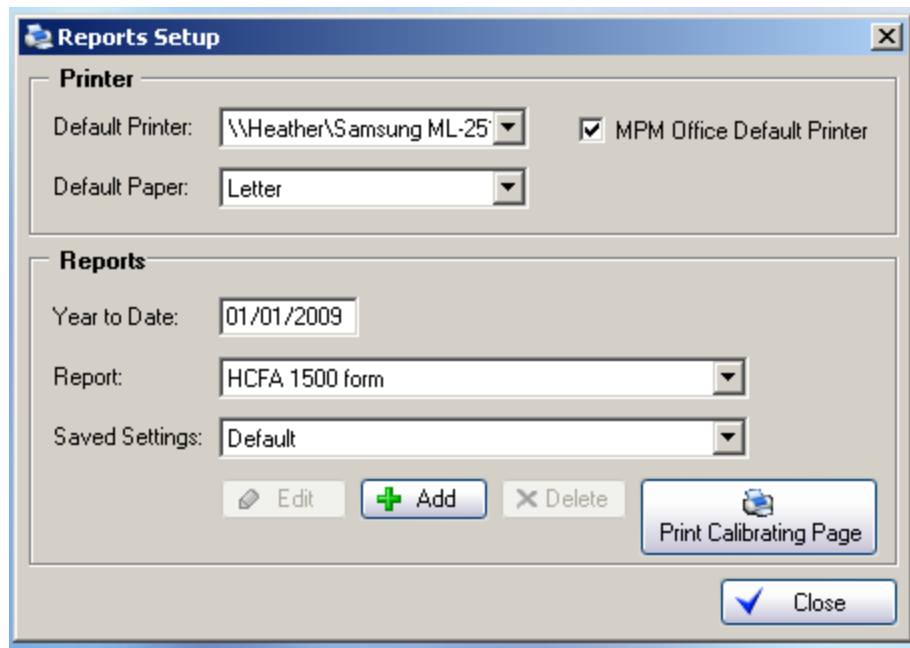


5. REPORTS SETUP



The screenshot shows a window titled "Reports Setup" with a close button in the top right corner. The window is divided into two sections: "Printer" and "Reports".

Printer Section:

- Default Printer: A dropdown menu showing "\\Heather\Samsung ML-25".
- Default Paper: A dropdown menu showing "Letter".
- MPM Office Default Printer: A checked checkbox.

Reports Section:

- Year to Date: A text box containing "01/01/2009".
- Report: A dropdown menu showing "HCFA 1500 form".
- Saved Settings: A dropdown menu showing "Default".

Buttons:

- Edit: A button with a pencil icon.
- Add: A button with a green plus sign.
- Delete: A button with a red X icon.
- Print Calibrating Page: A button with a printer icon.
- Close: A button with a blue checkmark icon.


This section will allow you to configure how your claims, statements, and reports will print. From the Top Navigational Menu, select “**System**”, then “**Reports Setup**”.

1) REPORTS SETUP / Printer

- Select which Printer will be the **Default Printer** by choosing it from the drop down menu.
- Click the box to the left of the label **MPM Office Default Printer**, to make the selected Printer the one that MPM Office will always use.
- Select which Paper will be the **Default Paper** by choosing it from the drop down menu.

2) REPORTS SETUP / Reports / Year to Date

Complete the “**Year to Date**” field with the first month/date/year to reflect on your reports (For example: 01/01/07 for year-to-date totals for 2007).

 **Remember to change this field every year at the beginning of the year to January 1 of the New Year to avoid report printing errors!**

3) REPORTS SETUP / Reports / Report & Saved Settings

The two fields (“**Report**” and “**Saved Settings**”) are used when **Calibrating** the Printer to print the **HCFA 1500 Form**, the **Statements**, or the **UB-04 Form** correctly so that everything lines up in place.

A. To Calibrate your Printer, do the following:

- Place a fresh HCFA/CMS 1500 Claim Form in the default printer.
- Click “**Print Calibrating Page**”
- Click “**Ok**”. The printer will now print (T) marks across the top of the page from left to right, and down the left margin of the page from top to bottom. It will look like this:

Sample Calibration Form

- Click “**Add**” to open the “**Edit New Report Settings**” box.
- In the “**Report Name**” field, enter the name of the form or printer (For example: Epson back office, or 1500 form/hp laser, etc).
- Across the top of the calibrating page, locate the number beneath the (T) mark that is just inside the outermost red line of the claim. Enter this number (positive or negative) as the **Vertical Displacement**. This aligns the fields up or down so that they fit correctly in their appropriate spaces; selecting a number that is more to the left will cause the field to print higher, while selecting a number that is more to the right will cause the field to print lower. (Do not change the numbers in the **Vertical Extension** field).
- Down the left hand side of the calibrating page, locate the

number beneath the (T) mark just inside the leftmost red line of the claim. Enter this (positive or negative) as the **Horizontal Displacement**. This aligns the fields left or right so that they fit correctly in their appropriate spaces; selecting a number that is more to the top of the page will cause the field to print more to the left side of the page, while selecting a number that is more to the bottom of the page will cause the field to print more to the right side of the page. (Do not change the numbers in the *Horizontal Extension* field).

- h) Click “**Save**” when done.

Note: You must print a claim in order to see whether the information prints correctly on the form. You may have to adjust the *Vertical Displacement* and the *Horizontal Displacement* numbers slightly once or twice more until the form prints just right. Refer to section “**PRINTING CLAIMS**” for instructions on how to print a claim after you have created a charge for your Patient.

B. To Edit a Previously Saved Calibrated Page Setting:

- a) From the “**Saved Settings**” drop down menu, select the previously saved setting name and then click the “**Edit**” button to open the “**Edit Report Settings**” screen.
- b) In the opened “**Edit Report Settings**” screen, make the changes as necessary to either the “**Report Name**”, and/or the numbers in the **Vertical Displacement** and/or the **Horizontal Displacement** fields.
- c) Click the “**Save**” button when done.
- d) Click the “**Close**” button when done.

C. To Delete a Previously Saved Calibrated Page Setting:

- a) From the “**Saved Settings**” drop down menu, select the previously saved setting name and then click the “**Delete**” button.
- b) In the opened “**Delete Settings**” screen, click the “**Yes**” button if you are sure you want to delete the saved setting.
- c) Click the “**Close**” button when done.