1500cms.com Instructions for Use

Contact Us

If you have any questions, contact our Customer Support Center.
info@1500cms.com

Worldwide, find us via our website at
1500cms.com

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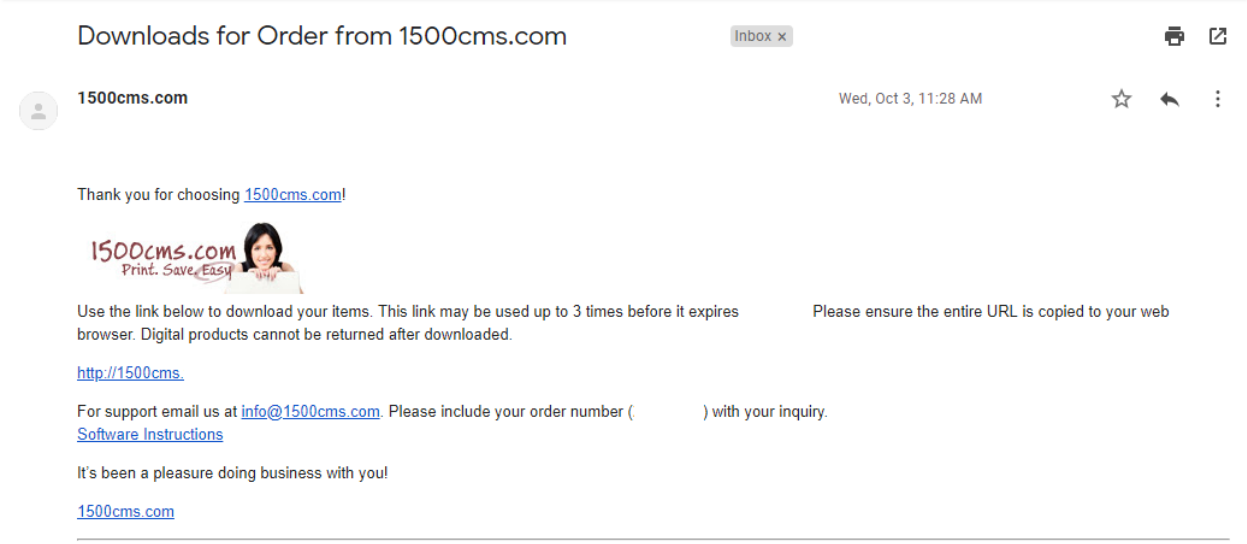
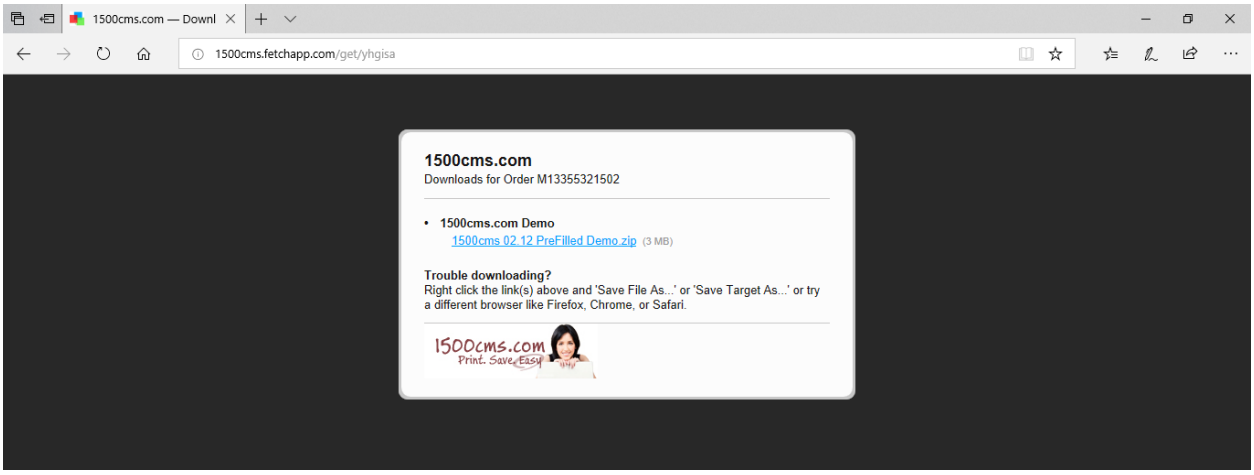
Step one: Download your order

Moments after your order is placed an email will be sent to the email address used during checkout. This email will include a unique link to download your order. **Click the link provided in the email, it will look similar to the image below.**



The unique link will bring you to the download page. Click on the highlighted link, there can be multiple links depending on the order.



Trouble downloading?
Right click the link(s) above and 'Save File As...' or 'Save Target As...' or try a different browser like Firefox, Chrome, or Safari.

Step two: Make sure Adobe Reader is installed

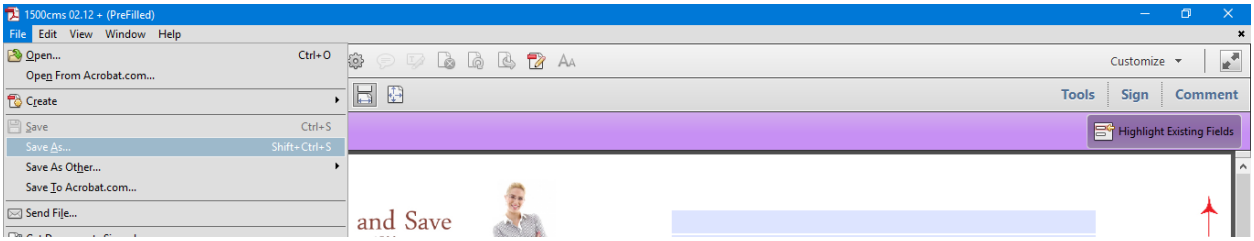
Most users will have Adobe Reader already installed on the computer.
1500cms.com software is compatible with both **Mac** and **Windows**.
Software is designed to work with **Adobe Reader** Version XI and DC, (users must have the current version) the current version is available free at http://get.adobe.com/reader/

Please note: older versions of Reader do now work well with 1500cms.com software. Other PDF readers may not perform well. **Always use Adobe Reader for best results.**

*Mac users: **Mac Preview** is usually the default PDF application on a Mac (and is not compatible), make sure Adobe Reader is used.*

Step three: Fill the template

Users can also create a **"Master Template"** first with the information that does not change. Complete these sections then select “Save As” from the File Menu.



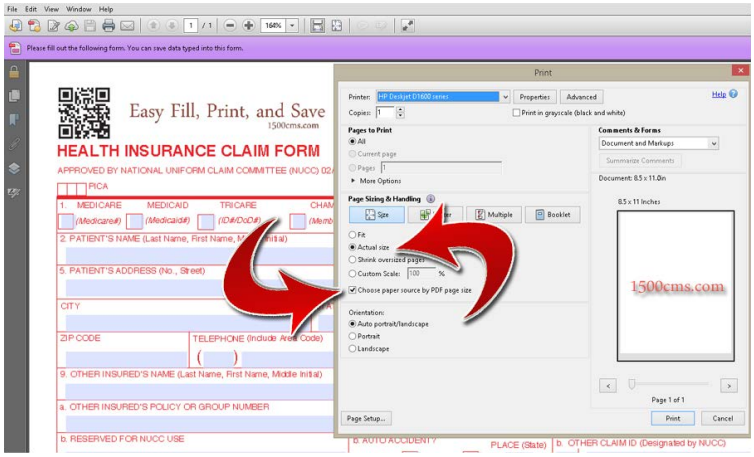
Then each Patient can be added by filling the “Master Template” and selecting "**Saved As".** A new document will be created; this alleviates the need to type the same data more than once.

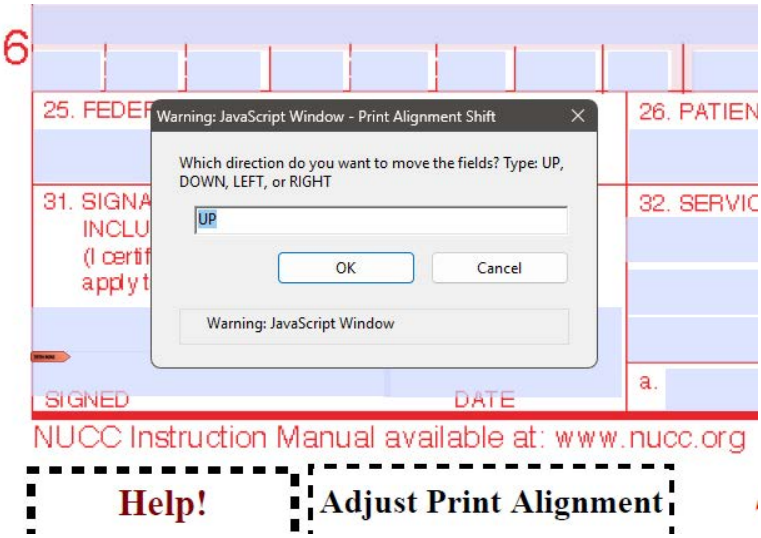
Each patient will have a document created that can be edited and printed as needed.

Step four: Print the HCFA 1500

When you are ready to print, select “Print” from the Menu. A print dialog box will appear, select **"Actual Size"** (please review image below)

Important: "Choose paper source PDF page size" this option should be checked with some configuration. Please try both "unchecked" and "checked" to determine the best for your settings.





Step five: Fine-tune print alignment (ProShift™ Release)

If your printer feed causes text to drift slightly off paper boundaries or pre-printed form lines: Locate the PrintAlign helper buttons on your form canvas (Up, Down, Left, Right) [cite: 6]. Click the directional button matching your drift. Enter the shift distance in points (e.g., 2 to 4 points) when prompted, then click OK [cite: 6].

Re-print using Actual Size.

Note: Helper buttons are set to non-print visibility and will never appear on your submitted physical claim form.

Need help?

We are happy to help you!

Email info@1500cms.com