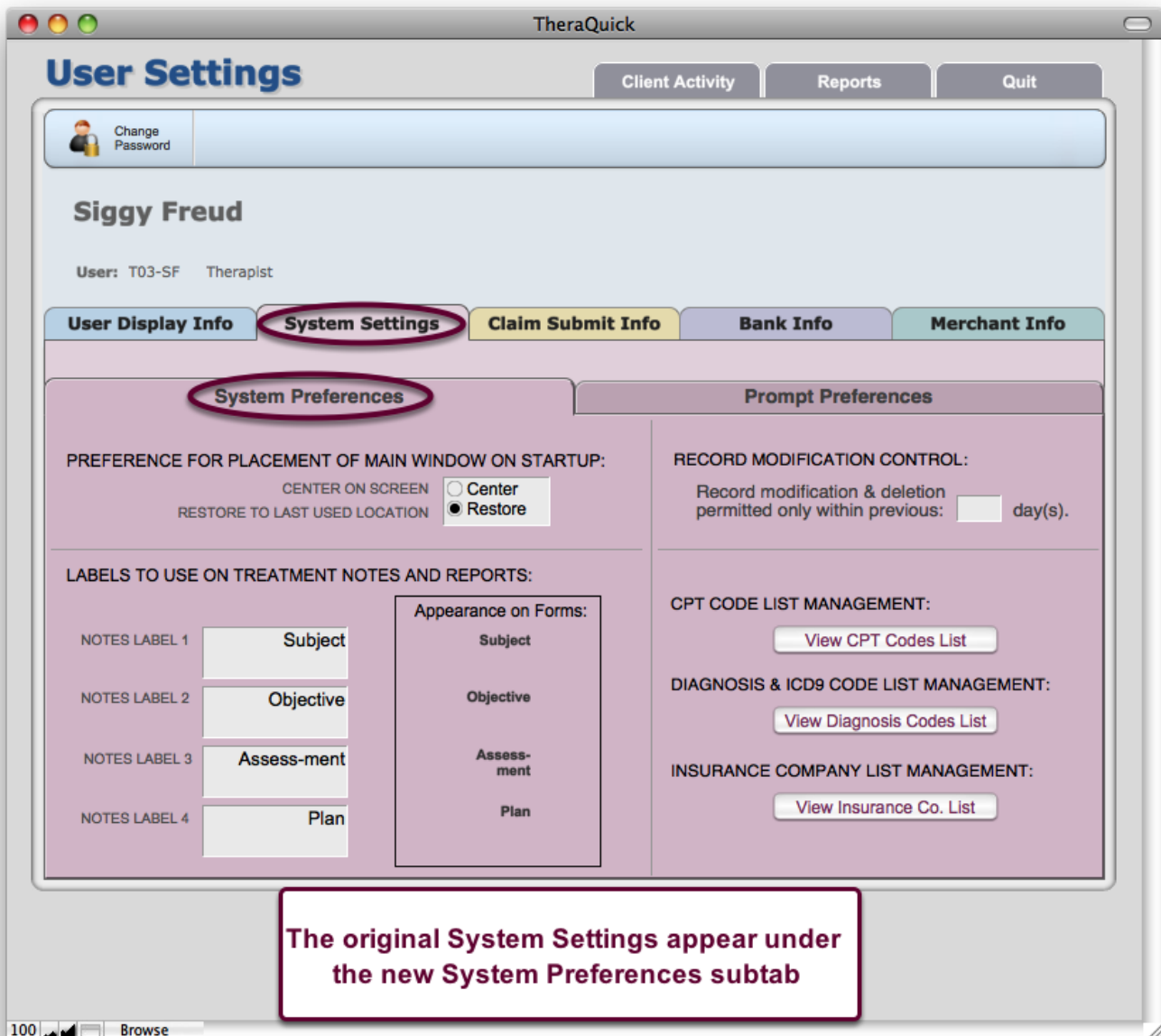


# Using the New Prompt Preferences

How the new Prompt Preferences control display or suppression of prompts for saving as PDF and printing during preparation of client billing statements or insurance statements.

**New Preferences subtabs have been created under User Settings > System Settings**



A new set of subtabs have been created under the User Settings > System Settings tab. The previous System Settings are now under System Preferences.

## New Prompt Preferences



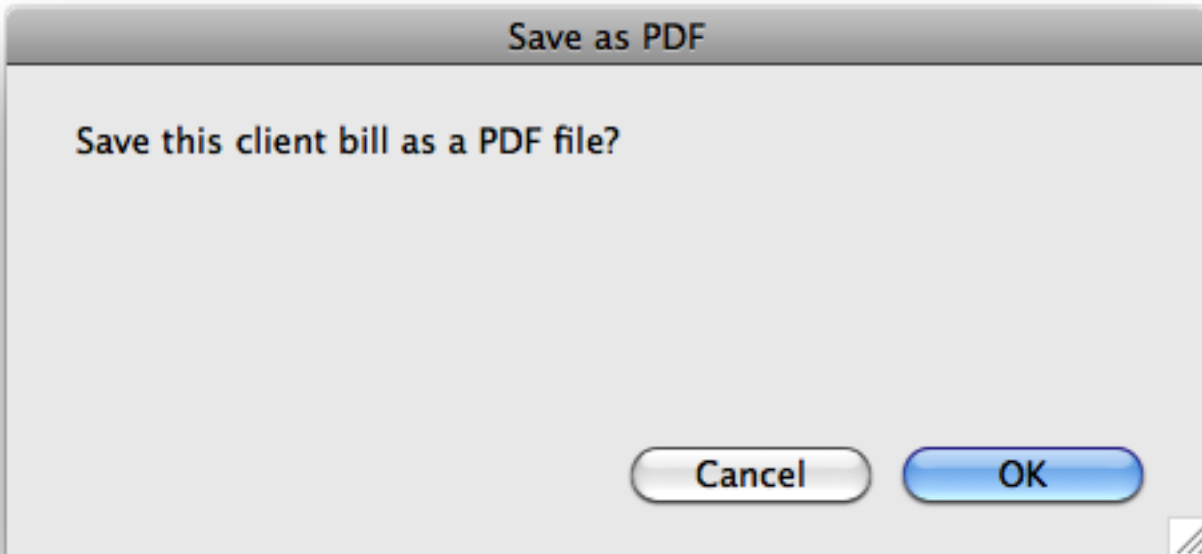
A new Prompt Preferences subtab allows you to select which prompts you want to receive when preparing client billing statements and insurance claims.

## Controlling the viewing of previews

System Preferences	Prompt Preferences
<b>PREFERENCES FOR PROMPTING DURING PREPARATION OF CLIENT BILLING STATEMENTS</b>	
PREVIEW BEFORE PRINTING? (Applies to "All Clients" Only)	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, all prompts are bypassed and statements are printed to the default printer (Note: the printer last used by TheraQuick is the default printer)</span>
PROMPT FOR SAVING AS PDF?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, then PDF prompting and saving are bypassed</span>
PROMPT FOR PRINTING?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, then print prompting is bypassed and printing is performed</span>
<b>PREFERENCES FOR PROMPTING DURING PREPARATION OF INSURANCE CLAIMS</b>	
PREVIEW BEFORE PRINTING? (Applies to "All Clients" Superbills Only)	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, all prompts are bypassed and statements are printed to the default printer (Note: the printer last used by TheraQuick is the default printer)</span>
PROMPT FOR SAVING AS PDF?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, then PDF prompting and saving are bypassed</span>
PROMPT FOR PRINTING?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, then print prompting is bypassed and printing is performed</span>
PROMPT FOR CMS-1500 PAPER TYPE?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: small; padding-left: 20px;">If No, then paper type prompting is bypassed and the default is used</span>
CMS-1500 DEFAULT PAPER TYPE:	<input checked="" type="radio"/> Plain Paper <input type="radio"/> Red Form

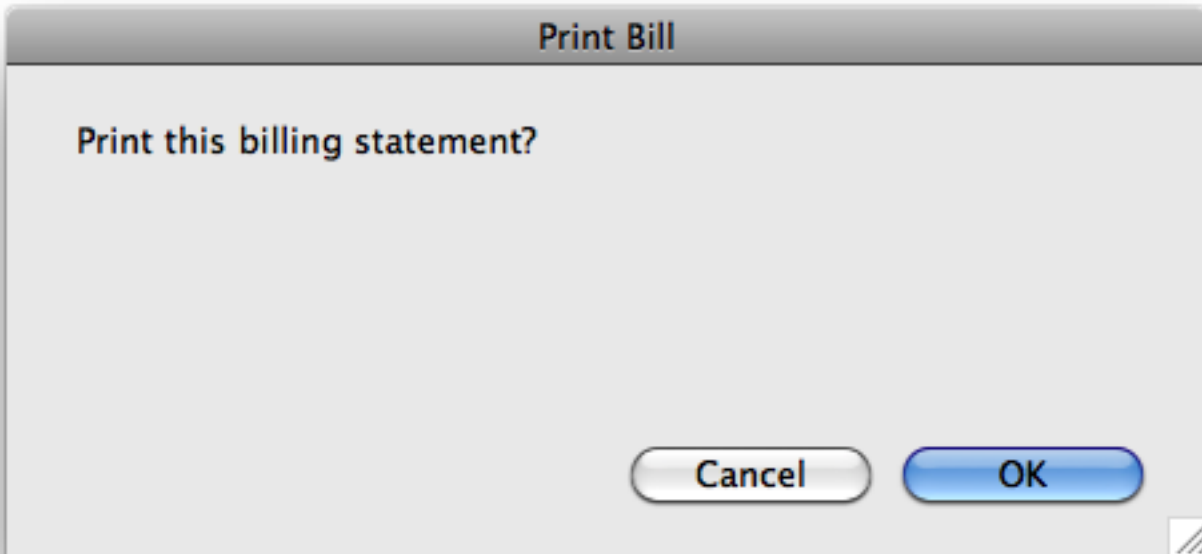
You can control whether previews are displayed when preparing client billing statements or Superbills for "All Clients." If you select "Yes," previews of the statements will be displayed and you must click the "Continue" button to proceed with printing each statement. If you select "No," no previews will be displayed and all statements will be sent directly to the printer. Note that this applies only for the "All Clients" option. A preview will still be displayed if you select "Current Client" for preparation of the statement.

## Save as PDF prompt



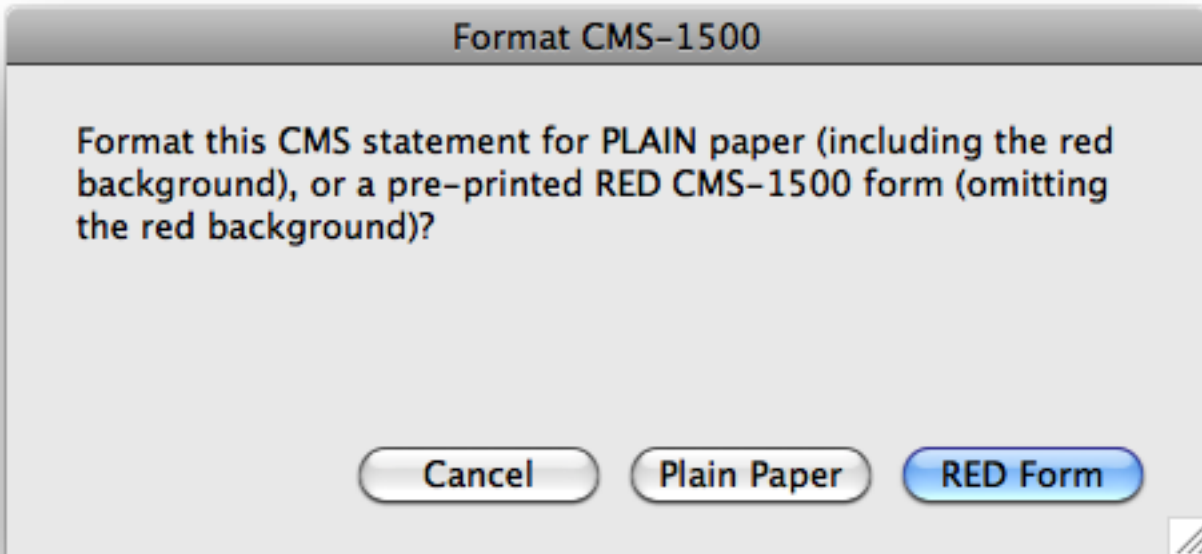
If you select "Yes" to the "Prompt for Saving as PDF" option(s), this dialog will appear after you click "Continue" after previewing a report. If you select "No," this prompt will be suppressed and you will not have the option to save the file as a PDF.

## Print prompt



If you select "Yes" to the "Prompt for Printing" option(s), this dialog will appear after previewing a report. If you select "No," this prompt will be suppressed and you will be taken directly to the print dialog where you can choose to print the report.

## CMS-1500 Paper Type prompt



If you select "Yes" to the "Prompt for CMS-1500 Paper Type" option, this dialog will appear after you click "Continue" after previewing a paper claim. If you select "No," this prompt will be suppressed and the paper type that you specified as the default for "CMS-1500 Default Paper Type" will be used automatically.