

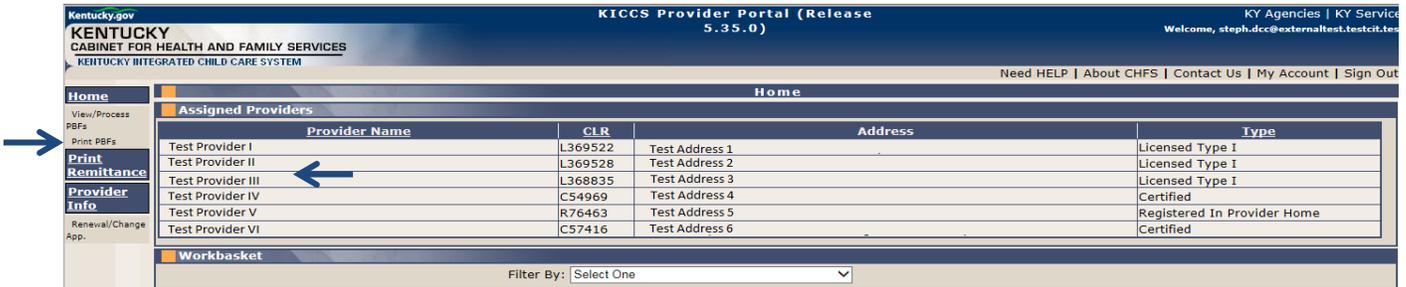
Print PBFs (Provider Billing Forms)

You will no longer submit paper-copies of your PBFs to request payment once your Provider Portal account is approved and CLR# attached. PBFs will be available electronically on the View/Process PBFs screen in the Provider Portal. You do have the ability to print your PBFs for record-keeping purposes. There are 3 options for printing PBFs from the Provider Portal:

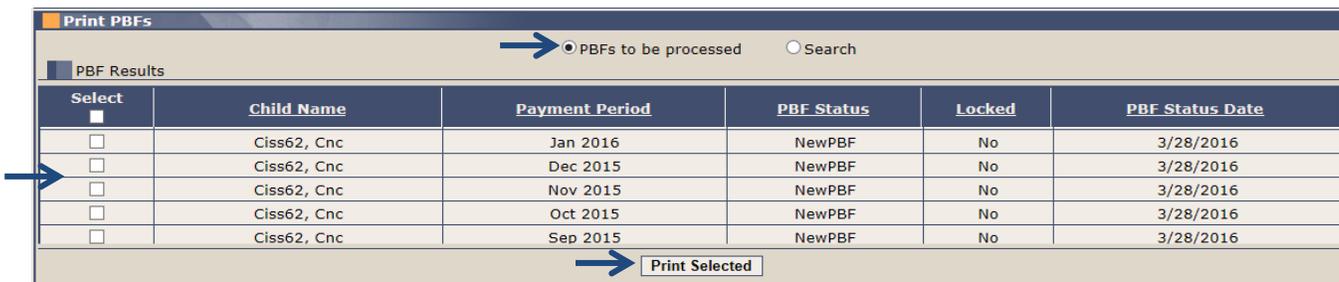
- Printing PBFs that need to be completed for payment
- Printing PBFs by payment period
- Searching for and printing a PBF for a specific child

Printing PBFs that need to be completed for Payment

1. Select a provider on the Provider Portal Home screen
2. Click on **Print PBFs** in the left navigation menu



3. This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing
 - To print one or more specific PBFs, click on the **Select** box beside the child's name.
 - You also may select all PBFs by clicking the box at the top of the column.
4. Click on the **Print Selected** button on the bottom of the page.

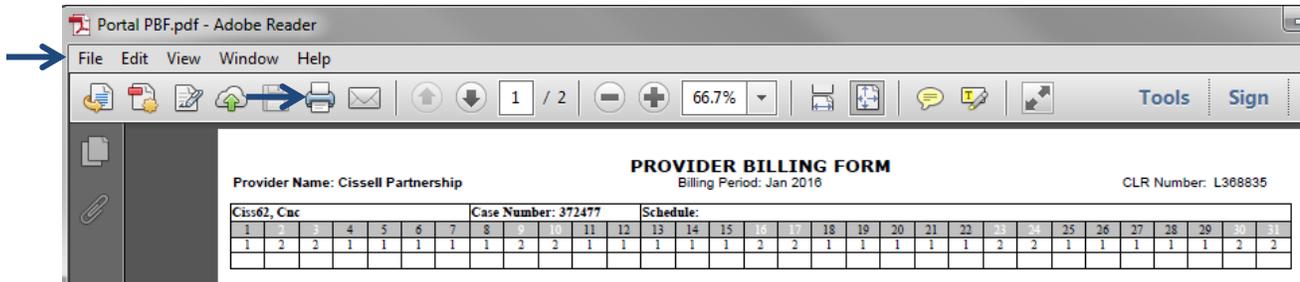


5. A pop-up box will display.
6. Click **Open** and the PBF(s) will display in a new window.



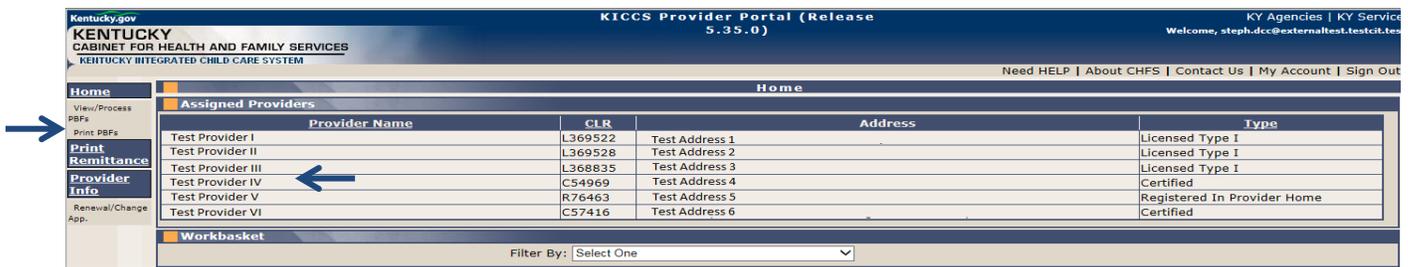
Print PBFs (Provider Billing Forms)

7. You can print or click File for additional options.



Printing PBFs by Payment Period

1. Select a provider on the Provider Portal **Home** screen
2. Click on **Print PBFs** in the left navigation menu.

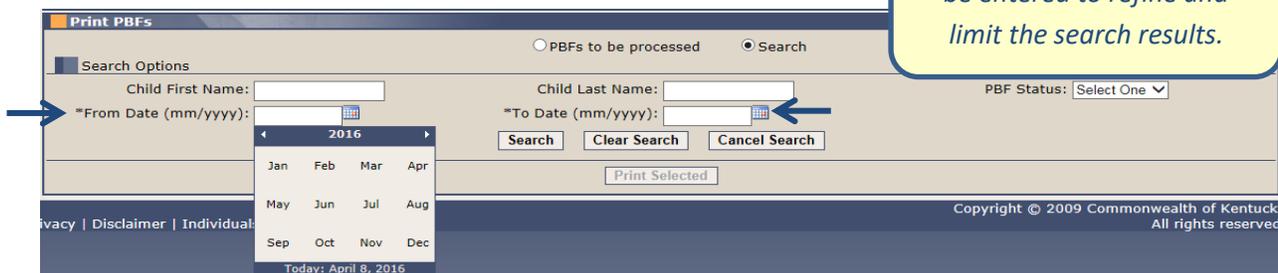


3. This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing
4. Click the radio button next to **Search** to display search options.



5. Enter the **From Date** (Month and Year) and the **To Date** (Month and Year).
 - You are limited to a six-month timeframe.
 - You may use the calendar next to these fields to select the month and year.
 - You may leave all other fields blank.
6. Click **Search**.

TIP: Additional criteria may be entered to refine and limit the search results.



Print PBFs (Provider Billing Forms)

- To print one or more specific PBFs, click on the **Select** box beside the child's name.
 - You also may select all PBFs by clicking the box at the top of the column.

Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Ciss62, Cnc	Mar 2016	NewPBF	No	3/31/2016
<input type="checkbox"/>	Ciss62, Cnc	Feb 2016	Paid	No	3/28/2016
<input type="checkbox"/>	Ciss62, Cnc	Jan 2016	NewPBF	No	3/28/2016

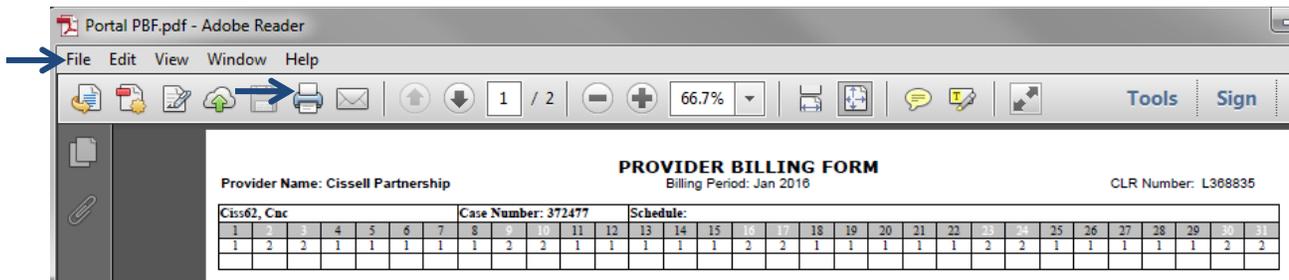
Print Selected

TIP: If these steps are taken after processing the PBFs, the exceptions you entered will display on the printed form.

- A pop-up box will display.
- Click **Open** and the PBF(s) will open in a new window.

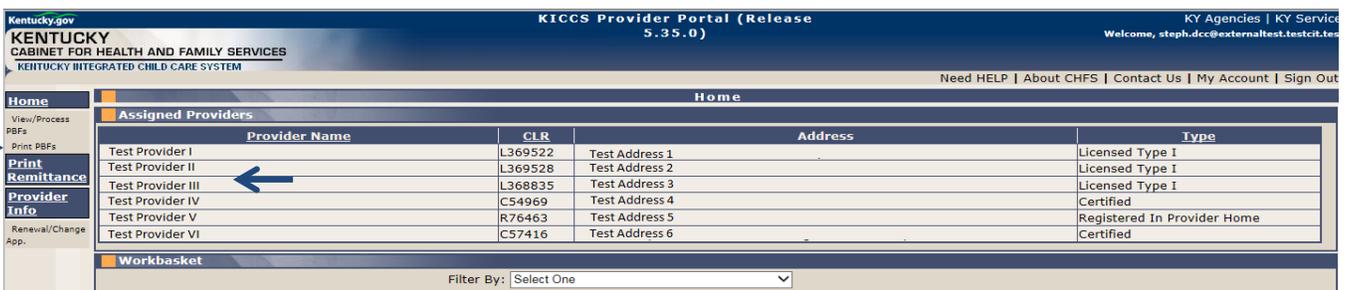


- You can print or click File for additional options.



Searching for and Printing a PBF for a Specific Child or Payment Period

- Select a provider on the Provider Portal **Home** screen
- Click on **Print PBFs** in the left navigation menu.



Print PBFs (Provider Billing Forms)

- This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing
- Click the radio button next to **Search** to display search options.

- Enter the child's name (First Name and/or Last Name)
- Enter the **From Date** (Month and Year) and the **To Date** (Month and Year).
 - You are limited to a six-month timeframe.
 - You may use the calendar next to these fields to select the month and year.
 - You may leave all other fields blank.
- Click **Search**.

TIP: Additional criteria may be entered to refine and limit the search results.

- To print one or more specific PBFs, click on the **Select** box beside the child's name. You also may select all PBFs by clicking the box at the top of the column.

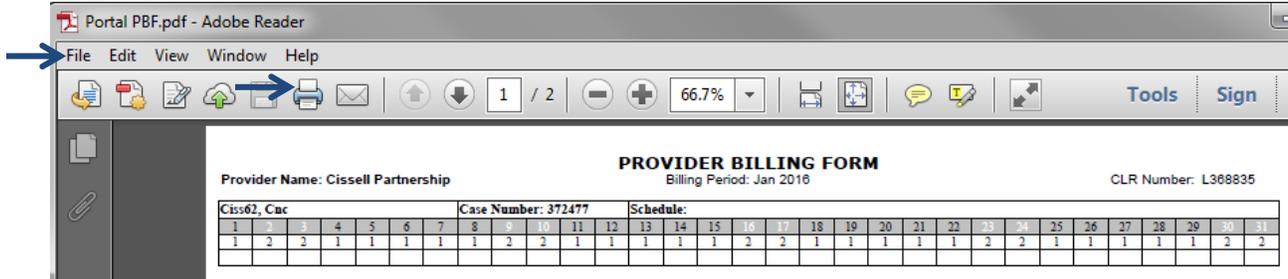
Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Ciss62, Cnc	Mar 2016	NewPBF	No	3/31/2016
<input type="checkbox"/>	Ciss62, Cnc	Feb 2016	Paid	No	3/28/2016
<input type="checkbox"/>	Ciss62, Cnc	Jan 2016	NewPBF	No	3/28/2016

TIP: If these steps are taken after processing the PBFs, the exceptions you entered will display on the printed form.

- A pop-up box will display.
- Click **Open** and the PBF(s) will open in a new window.

Print PBFs (Provider Billing Forms)

11. You can print or click File for additional options.



*If you need assistance with these steps, please contact the **KICCS HelpDesk**.
Local: 502-564-0104 Option 6
Toll Free: 866-231-0003 Option 6
Email: CHFS.KICCSHelpDesk@ky.gov*