Medical Invoice Template (2) in PDF Format

Medical Invoice Template (2) was initially released on http://www.InvoicingTemplates.com on Friday, January 17, 2014, and is categorized as Service. As always **Medical Billing Form (2)** was published in two editions - one free **Medical Invoice Template (2)**, and another Uniform Invoice Software version that is able to turn **Medical Invoice Template (2)** into a complete invoicing system. This "**Medical Invoice Template (2) in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "medicalinvoicetemplate2.xls".

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Medical Invoice Template (2) Features and Facts

Medical Invoice Template (2) is a variant of Medical Invoice Template (1). This customized medical invoice format differs from the original medical invoice form by being printable on landscape paper orientation.

The original design of the medical invoice layout puts 7 columns on a standard A4 paper with Portrait paper orientation. While the original design works well for many situations, someone may find it provides less space for the Description column. Providing a clear and detailed description for each billed charge is important for a professional hospital bill because it helps patients to understand the bill clearly. For example, a larger Description will allow you to use everyday language to explain the procedure under the "Description" column.

Like the original medical invoice template, the name in the "Bill To" section is not necessary same as the name in the "Patient" section. The patient name, the person whose specimen was processed or actually treated at the hospital, should be put in the "Patient" section.

If you use the Uniform Invoice Software version of this medical invoice template, the billing software program helps you create unique customer account number with its powerful customer management features. The customer account number is the account number with the health care provider. Every new encounter should create a unique account number. The "Date of Service" fields detail the dates the patient was treated. In some cases, such as laboratory draws, a range of dates are provided in case multiple tests were performed across several days. A charge itemization can be sent to you detailing all hospital services.

Almost all invoice templates, including this medical invoice template, have a default logo image on the top of the invoice form - although sometimes it is moved to the bottom of the form. This is a placeholder logo image that you should replace with your own logo image before you can put the medial invoice template into production.

To replace the default LOGO image with your own image, follow the steps below:

- Right click the Logo image, and then select Properties from the menu.
- Click the Picture property, and then click the "..." button.
- Browse to the folder containing your icon file. Select and open the icon file.
- Close the Properties dialog box.
- Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image and want to delete it, simply hit the DEL key on your keyboard after you selected it with your mouse key. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information section to fill in the empty area. To do this: Drag your mouse to select the entire Company Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location

If you are interesting in how we at InvoicingTemplates.com design this Medical Invoice Template based on the original Medical Invoice Template (1), here are the main procedures - Unprotect the Invoice worksheet, switch to design mode, display gridlines and row/column headings, set paper orientation using the Page Setup dialog box, resize columns - this is sample medical invoice template, our main purpose is to enlarge the Description column, hide some rows.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Medical Invoice Template (2)**. Here are how you can switch to design mode.

- In Excel 2003 click the Design Mode button on the Control Toolbox toolbar. Tip: If the Control Toolbox toolbar is invisible, click Excel menu View > Toolbars > Control Toolbox.
- In Excel 2007, Excel 2010 and Excel 2013, click the Design Mode button in the Controls group of the Developer tab.

  TIP: If the Developer tab is not available in Excel 2007, do the following to display it: a) Click Microsoft Office Button, and then click Excel Options; b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

  Or in Excel 2010 and Excel 2013 to display the Developer tab: a) Click File > Options > Customize Ribbon; b) In the area on the right, ensure that the box next to Developer is checked; c) When you click OK, the Developer tab will appear in the ribbon.

Once you have finished your design work for **Medical Invoice Template (2)**, click the Design Mode button again to exit design mode.

To show gridlines and row/column headers in Excel 2000 - 2003:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. On the Tools menu, click Options, and then click the View tab.
3. Under Window options, check the Gridlines and Row & Column Headers check boxes.

After your customization, go back to the Tools menu, Options, View tab. Under Window options, REMOVE the checks you previously placed by the two check boxes to hide gridlines and row/column headers. This will restore the appearance of your template.

To show/hide gridlines and row/column headers in Excel 2007, Excel 2010 and Excel 2013:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. Go to the View tab of the Ribbon.
3. Click Show/Hide, and then check or uncheck the Gridlines and Headings options.

The gridlines and row/column headings could help a lot when design the layout of the invoice form.

Like Microsoft Word, Microsoft Excel allows you to set paper options through its Page Setup dialog box. In Excel 2003, the Page Setup dialog box can be opened by clicking Excel menu File > Page Setup. With Excel 2007, Excel 2010 and Excel 2013, the command for opening Page Setup dialog box can be accessed through Page Layout ribbon tab > Page Setup group and then click the arrow button on the group. The Page Setup dialog box offers various options for you to control the printing and layout of **Medical Invoice Template (2)**.

Resizing columns is easy in Microsoft Excel. For example, let's say you want to change the width of column A. Make sure **Medical Invoice Template (2)** is unprotected. First Place the mouse pointer on the line between columns A and B in the column header. The pointer will change to a double - headed arrow. Click with the left mouse button and drag the double - headed arrow to the right to widen column A or to the left to make it narrower. Follow these same steps to change the width of other columns.

Before you can hide a row, make sure the Invoice worksheet of **Medical Invoice Template (2)** is unprotected and row / column headings are shown. To hide a single row in **Medical Invoice Template (2)**, first right click on the row header of the row to be hidden; Choose Hide from the menu; The selected row and the row number will be hidden from view. To hide adjacent rows in the worksheet, for example, you want to hide rows 14, 15, and 16 in the **Medical Invoice Template (2)**: In the row header drag select to highlight all of the rows you want to hide; Right click on the selected rows; Choose Hide from the menu; The selected rows and row numbers will be hidden from view. To hide separated rows in **Medical Invoice Template (2)**, for example, you want to hide rows 3, 5, and 7: In the row header left click on the first row to be hidden; Press and hold down the CTRL key on the keyboard; Continue to hold down the CTRL key and left click on the rest of rows to be hidden; Right click on one of the selected rows; Choose Hide from the menu; The selected rows and row numbers will be hidden from view of **Medical Invoice Template (2)**.

This customized sample medial invoice form has a PDF version too, which you can view by clicking here.

Medical Invoice Template (2) - PDF Format

XYZ Healthcare

INVOICE

Address
City, State ZIP
Phone#, web address

DATE:
INVOICE #:

Bill To: **Patient:**

Physician		Terms	Due Date

Dt of Service	Description	Total Fee	Co-Pay	Ins Reim	Adj	Balance (PR)
					TOTAL	-

Payment Type

☐ Check
☐ Visa   ☐ MasterCard   ☐ Amex   ☐ Discover

Cardholder Name

Account Number

Exp Date

CVV2 (3 digit number on the back of Visa/MC, 4 digits on front of AMEX)

_____   **Date** ___/___/___

Notes:

Thank you!