

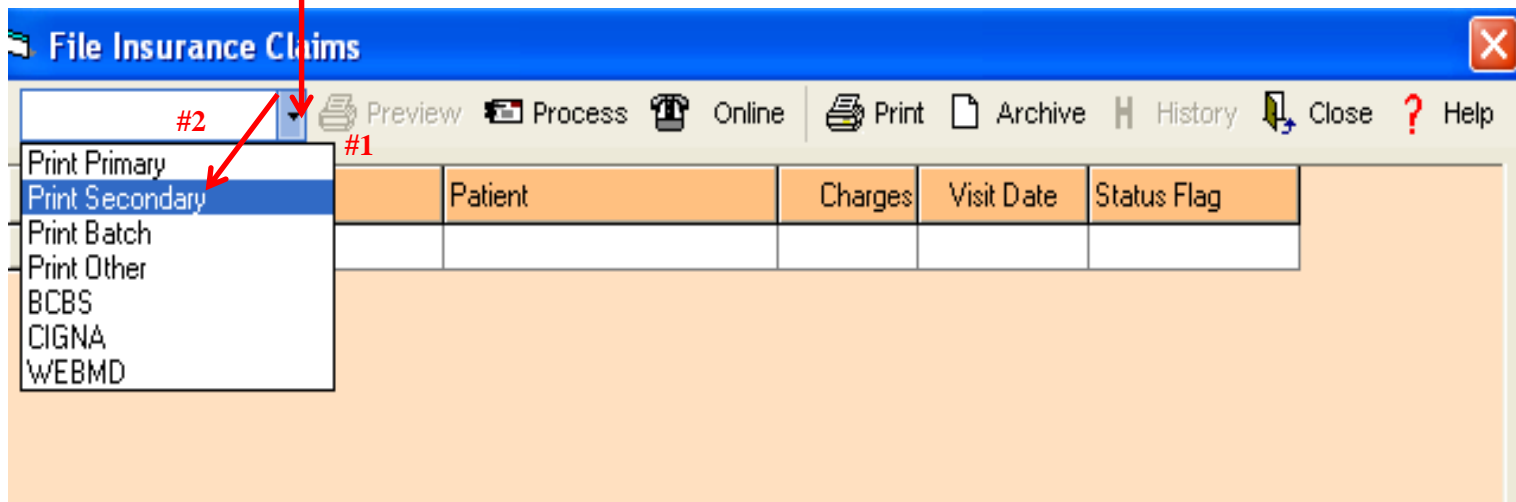
Claims Module



Submitting Paper Claims

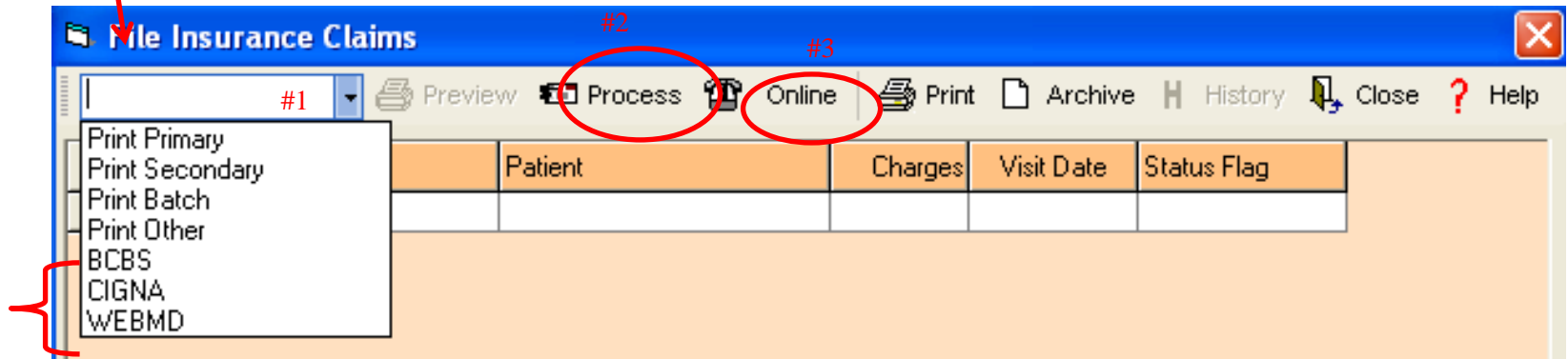
•**Single Left Click** on the drop down and select the bucket (either Print Primary or Print Secondary). **Single Left Click** on Process.

Note: Be sure you have loaded your printer with claim forms prior to processing



Submitting Electronic Claims

- **Single Left Click** on the drop down and select the bucket. **Single Left Click** on Process. There will be 2 pop up screens with questions, **Answer** those and then **Single Left Click** on Online.



Note: Refer to your “payer online help” document located under file>documents>lists for step by step directions

Confirming Claim Batch

•**Single Left Click** on the drop down to select a bucket.
Single Left Click on Archive, then
Single Left Click in the confirmation box.

#1

#2

#3

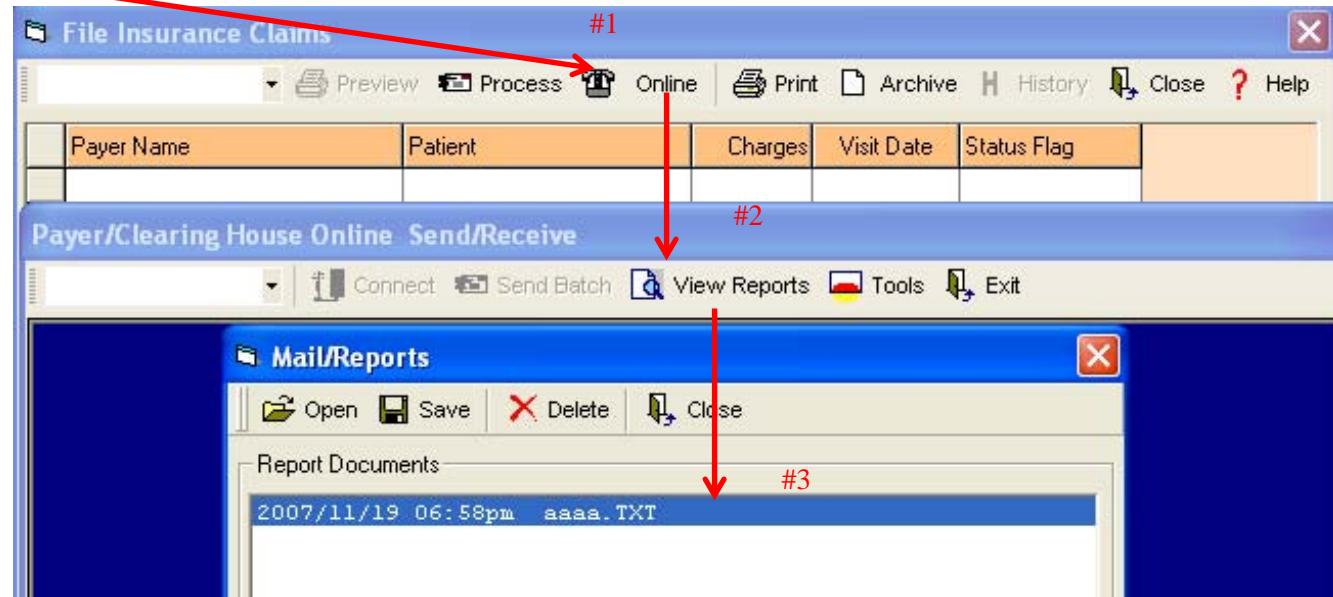
Batch ID	Batch Type	User	Filed Date	Transmitted	Confirmation
3	BCBS	123	11/30/2007 9:33:49 AM	11/30/2007 9:33:49 AM	<input type="checkbox"/>
1	BCBS	123	11/16/2007 3:13:51 PM	11/16/2007 3:01:51 AM	<input type="checkbox"/>

Payer Name	Patient	Charges	Visit Date	Status Flag
BLUE CROSS BLUE SHIELD OF	AFLACK, BEN #102	110.00	11/30/2007	Filed-Primary

Note: You must review your confirmation reports before marking a batch confirmed.

Opening confirmation Reports

- After downloading confirmation reports, **Single Left Click** on Online. **Single Left Click** on View Reports, and then **Double Left Click** on that report.



Note: It is strongly recommended that you save or file a copy of each confirmation report.