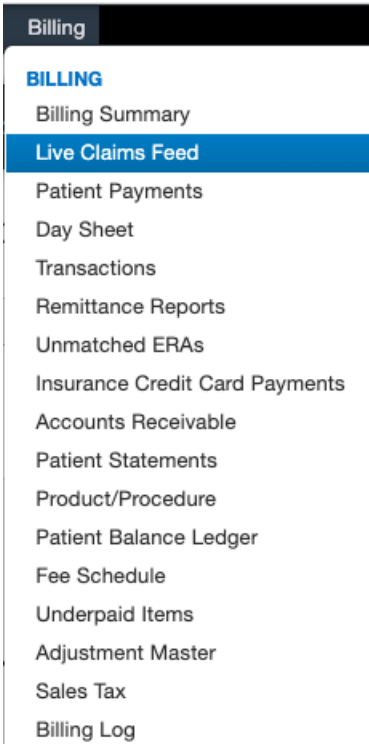


How does Live Claims Feed work?

07/24/2024 4:35 pm EDT

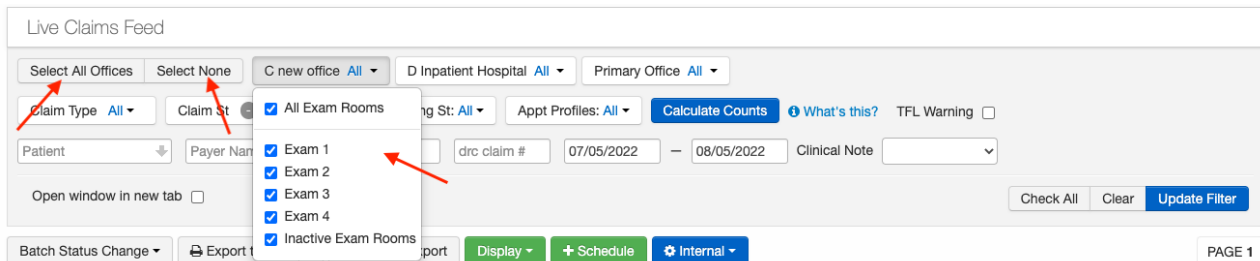
The **Live Claims Feed** allows you to see and filter your claims in multiple ways to make them easier to work. Let's look at each filter and the function it allows:

1. Hover over the **Billing** tab and select **Live Claims Feed**:



2. Office filter:

As the default, all of your offices will be selected when you sign into the Live Claims Feed. You can change this to view only a specific office (or offices) by first clicking on "Select None" on the top left. This will undo the default setting. You can then use the drop-down next to each office you would like to view and select **All Exam Rooms** or specific ones within each office and click on the blue **Update Filter**:



3. Claim Status filter: Filter the claims by selecting the status (or statuses) that you would like to view > Click on **Update Filter**. All will be selected as a default, but you can update it by clicking on just the status/statuses you want to view.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient: [dropdown] | drc claim #: [input] | 07/05/2022 - 08/05/2022 | Clinical Note [dropdown]

Open window in new tab

Batch Status Change | Export to File | Custom Export | Display | Schedule | Internal

PAGE 1

Claim Info	Ins 1	Ins 2	Pt	Ins	Pt	Ins	Item	Claim	Exp	Ins	Ins 1	Ins 2	First	Last	Service	Billing
Provider	Billed	Allowed	Adjmt	Paid	Paid	Paid	Bal	Bal	Reimbr	1	Status	Status	EDI	EDI	Notes	Notes
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							

4. **Billing Status filter:** Filter the claims by selecting a specific status or all the statuses > click on **Update Filter:**

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient: [dropdown] | Payer Name: [dropdown] | Payer: [dropdown] | drc claim #: [input] | 07/05/2022 - 08/05/2022 | Clinical Note [dropdown]

Open window in new tab

Batch Status Change | Export to File | Custom Export | Display | Schedule | Internal

PAGE 1

Claim Info	Ins 1	Ins 2	Pt	Ins	Pt	Ins	Item	Claim	Exp	Ins	Ins 1	Ins 2	First	Last	Service	Billing
Provider	Paid	Paid	Paid	Bal	Bal	Bal	Bal	Bal	Reimbr	1	Status	Status	EDI	EDI	Notes	Notes
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							

5. **Appointment Profiles filter:** Pull up the claims by selecting a specific profile or all the profiles > click on **Update Filter.**

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient: [dropdown] | Payer Name: [dropdown] | Payer ID: [input] | drc claim #: [input] | 07/05/2022 - 08/05/2022 | Clinical Note [dropdown]

Open window in new tab

Batch Status Change | Export to File | Custom Export | Display | Schedule | Internal

PAGE 1

Claim Info	Ins 1	Ins 2	Pt	Ins	Pt	Ins	Item	Claim	Exp	Ins	Ins 1	Ins 2	First	Last	Service	Billing
Provider	Billed	Allowed	Adjmt	Paid	Paid	Paid	Bal	Bal	Reimbr	1	Status	Status	EDI	EDI	Notes	Notes
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							

6. **TFL Warning check box:** Once you update the timely filing period for an insurance under the Billing > Insurance Setup screen, you can pull up those insuring claims by placing a checkmark on this box. This will help you identify claims that may be close to their timely filing limit so they can be worked on/submitted.

Live Claims Feed

Select All Offices Select None C new office All D Inpatient Hospital All Primary Office All

Claim Type All Claim St All Billing St: All Appt Profiles: All Calculate Counts What's this? TFL Warning

Patient Payer Name Payer ID drc claim # 07/05/2022 - 08/05/2022 Clinical Note

Open window in new tab Check All Clear Update Filter

7. Patient search: Pull up the claims for a specific patient by entering the patient's name or chart id in the search field and selecting from the drop-down:

Live Claims Feed

Select All Offices Select None C new office All D Inpatient Hospital All Primary Office All

Claim Type All Claim St All Billing St: All Appt Profiles: All Calculate Counts What's this? TFL Warning

Patient Payer Name Payer ID drc claim # 07/05/2022 - 08/05/2022 Clinical Note

Open window in new tab Check All Clear Update Filter

Batch Status Change Export to File Custom Export Display + Schedule Internal

Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1 Status	Ins 2 Status	First EDI	Last EDI	Service Notes	Billing Notes		
Totals:							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Totals:							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						

8. Payer Name and Payer ID search: Pull up the claims for a specific payer by either entering the payer name in the Payer name field or entering the payer ID in the Payer ID field > click on Update Filter.

Live Claims Feed

Select All Offices Select None C new office All D Inpatient Hospital All Primary Office All

Claim Type All Claim St All Billing St: All Appt Profiles: All Calculate Counts What's this? TFL Warning

Patient Payer Name Payer ID drc claim # 07/05/2022 - 08/05/2022 Clinical Note

Open window in new tab Check All Clear Update Filter

9. drc claim #: This 15-digit number is system generated, and will print in box 26 on the HCFA-1500 form or in box 3B on the UB04 institutional form. The number is also usually found on ERAs or EOBs as the patient claim/account number.

Live Claims Feed

Select All Offices Select None C new office All D Inpatient Hospital All Primary Office All

Claim Type All Claim St All Billing St: All Appt Profiles: All Calculate Counts What's this? TFL Warning

Patient Payer Name Payer ID drc claim # Clinical Note

Open window in new tab Check All Clear Update Filter

10. Date range search: Pull up the claims by entering the desired date range (day/month/year). Our system will show the claims for the last 30 days by default.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From - To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

11. Clinical note filter: Filter the claims by Locked and Not Locked notes > Update Filter.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From - To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

(Note: A red arrow points to the Clinical Note dropdown menu, which is open to show 'Locked' and 'Not Locked' options.)

12. Open Window in a new tab: Check off this box to open the window of appointment and patient in a new tab.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From - To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

13. Batch Status Change: It allows you to change the billing status for your claims in bulk. You can either filter the claims by a patient or specific insurance or date range and check off the box on the left-hand side beside the claim ID to select the claims. Once done, select the billing status from the drop-down of what status you would like to move the claims to. The system will give you a pop-up

and ask you to confirm the move. You will need to type **CONFIRM** in all caps for the system to move the claims.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From - To | Clinical Note

Open window in new tab

Batch Status Change | Export to File | Custom Export | Display | + Schedule | Internal

PAGE 1

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2	Ins 2 Status
Totals:								\$1,670.00	\$1,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,670.00	\$0.00	\$1,670.00	\$0.00	Aetna - Institutional claims UB	Balance Due		
<input checked="" type="checkbox"/>	IC 207890475		4/07/2022 12:00PM	D Inpatient Hospital	Kermit Frog			\$1,495.00	\$1,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,495.00	\$0.00	\$1,495.00	\$0.00				
<input checked="" type="checkbox"/>	207891919		4/07/2022 11:00AM	D Inpatient Hospital	Kermit Frog			\$175.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00	Aetna	Not Submitted		
Totals:								\$1,670.00	\$1,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,670.00	\$0.00	\$1,670.00	\$0.00				

14. Export to file: Export a pre-populated field report from the Live Claims Feed. The report will be generated and available to you in the message center.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | 08/05/2022 | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

Batch Status Change | Export to File | Custom Export | Display | + Schedule | Internal

PAGE 1

15. Bulk Print HCFA and Superbill: Click on the small arrow drop-down next to the “Export to file” button and select from the drop-down. You can filter the claims by patient or date range or insurance.

NOTE: You can print up to 50 HCFAs/Superbills at a time.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From | To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

Batch Status Change | Export to File | Custom Export | Display | + Schedule | Internal

PAGE 1

Info	Claim ID	Patient	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status									
Totals:																\$238,591.76	\$149,891.52	\$88,700.24	\$112,463.10	\$0.00	\$18.16	\$20,659.52	\$16,750.74	\$37,410.26	\$0.00	

Print HCFA
Print HCFA (text)
Print Superbill

16. Custom Export: This feature will allow you to select fields to generate a report. Once you have selected the fields you would like to see, click on Export. The report will generate and available to you in the message center.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From | To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

Batch Status Change | Export to File | Custom Export | Display | + Schedule | Internal

PAGE 1

Custom Export

Patient

Check All | Uncheck All

- Full Name
- First Name
- Last Name
- Chart ID
- Date of Birth
- Primary Provider
- Home Phone
- Cell Phone
- Office Phone
- Email
- Gender
- Race
- Ethnicity
- Primary Ins Group #
- Secondary Ins Payer
- Secondary Ins Payer ID
- Secondary Member ID
- Secondary Ins Plan Name
- Secondary Ins Group #
- Auto Insurance Payer
- Auto Insurance Payer ID
- Auto Insurance Case #
- Worker's Comp Payer
- Worker's Comp Payer ID
- Worker's Comp Case #
- Emerg Contact Name

Export

17. **Display:** Select only the required fields/columns that you want to display in the live claims feed screen.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are several filter and action buttons: 'Select All Offices', 'Select None', 'C new office All', 'D Inpatient Hospital All', 'Primary Office All', 'Claim Type All', 'Claim St All', 'Billing St: All', 'Appt Profiles: All', 'Calculate Counts', 'What's this?', 'TFL Warning', 'Patient', 'Payer Name', 'Payer ID', 'drc claim #', 'From', 'To', 'Clinical Note', 'Open window in new tab', 'Check All', 'Clear', and 'Update Filter'. Below these are 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', '+ Schedule', and 'Internal'. The 'Display' dropdown menu is open, showing a list of fields with checkboxes, all of which are checked. The fields include: Show All, Info, Claim ID, Provider, Supervising Provider, Billing Provider, Billed, Allowed, Adjustment, Primary Insurer Paid, Secondary Insurer Paid, Patient Paid, Insurer Balance, Patient Balance, Claim Balance, Expected Reimbursement, Primary Insurer, Primary Insurance Status, Secondary Insurer, Secondary Insurance Status, First EDI Date, Last EDI Date, Service Notes, and Billing Notes. The table below the menu has columns: Info, Claim ID, Patient, Date of Service, Office, Provider, Supervising Provider, Adjmt, Ins 1 Paid, Ins 2 Paid, Pt Paid, Ins Bal, Item Bal, Claim Bal, Exp Reimbr, Ins 1, and Ins 1 Status.

18. **Schedule:** Schedule an appointment directly from this screen for your existing patients.

This screenshot is identical to the previous one, but the '+ Schedule' button in the top navigation bar is highlighted with a red box.

Schedule Service ×

Patient

Office

Examroom

Scheduled Time

19. You can also sort claims by “Date of service, Billed, Insurance, etc.” by clicking on the blue highlighted column headers. The system will reorder claims based on which field you selected.

<input type="checkbox"/>	Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status
--------------------------	------	----------	---------	-----------------	--------	----------	----------------------	------------------	--------	---------	-------	------------	------------	---------	---------	------------------	-----------	------------	-------	--------------

20. Patient name: Click on the patient name to go to the demographics screen.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From | To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

Batch Status Change | Export to File | Custom Export | Display | Schedule | Internal

PAGE 1

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status
Totals:								\$238,591.76	\$149,891.52	\$88,700.24	\$112,463.10	\$0.00	\$18.16	\$20,659.52	\$16,750.74	\$37,410.26	\$0.00		
<input type="checkbox"/>	S 220490410	Donald (Demo) Reed	8/05/2022 04:45PM	Primary Office				\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	\$88.60	\$0.00	FL BCBS	Bill Insurance

21. Date of service: To edit or work on your claims, click on the "Date of service" which will take you directly to the billing details screen.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient | Payer Name | Payer ID | drc claim # | From | To | Clinical Note

Open window in new tab

Check All | Clear | Update Filter

Batch Status Change | Export to File | Custom Export | Display | Schedule | Internal

PAGE 1

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status
Totals:								\$238,591.76	\$149,891.52	\$88,700.24	\$112,463.10	\$0.00	\$18.16	\$20,659.52	\$16,750.74	\$37,410.26	\$0.00		
<input type="checkbox"/>	S 220490410	Donald (Demo) Reed	8/05/2022 04:45PM	Primary Office				\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	\$88.60	\$0.00	FL BCBS	Bill Insurance

22. Billing Details Screen: On the top left-hand side, select the status from the "Billing Status" drop-down.

- **Example:** To bill out your claims, select "Bill Insurance, Bill Secondary Insurance, Auto Accident Claim, Worker's Comp Claim, Durable Medical Equipment Claim" depending on the payer who needs to receive the claim.

View Service + EOB SuperBill Clinical Note Clone HCFA/1500 HCFA/1500 (text) Print Screen

Institutional Claim No

Billing Status Bill Insurance

ICD Version ICD-10

Primary Insurer - Default -

Secondary Insurer - Default -

Billing Provider: - If different to provider -

Supervising Provider: - If different to provider -

Pt Payment \$ 0 +

Payment Profile Insurance

Pt Payment Due

Billing Profile Select Profile +

Billing Pick List Choose from Pick List

Diagnosis Pick List Choose from Pt Problems

Payer pre-auth #

Do Not Transmit Do not transmit authorization number to payer

Referral #

Billing Facility

Purchased Serv Provider

Appointment Notes This is a demo appointment

Follow-up Date

Billing Notes

Claim Type Default

Emergency Service No

Delay Reason - Not Used -

Acute Manifestation Date

Onset Date 431: Onse (HCFA box 14)

Other Date - Other Da (HCFA box 15 & 19)

Is patient's condition related to

Employment No

Auto Accident No

Other Accident No

EDI Billing Note (HCFA/CMS-1500 Line 19)

Providers

- Paid In Full
- Balance Due
- Settled
- Internal Review
- ✓ Bill Insurance
- Bill Secondary Insurance
- Worker's Comp Claim
- Auto Accident Claim
- Durable Medical Equipment Claim
- Institutional Service
- Coding Clarification
- Ready to Bill
- Ready to Code
- Enrollment Pending
- Faxed/Mailed Appeal
- Payer Contact
- Patient Contact

23. Pt Payment (copy): Update or post the patient payment directly from this screen. The payment will reflect automatically in the patient payments screen.

	View Service	+ EOB
--	------------------------------	-----------------------

Institutional Claim No

Billing Status Bill Insurance

ICD Version ICD-10

Primary Insurer - Default -

Secondary Insurer - Default -

Billing Provider: - If different to provider -

Supervising Provider: - If different to provider -

Pt Payment \$ 0 +

Payment Profile Insurance

Pt Payment Due

Billing Profile Select Profile +

Billing Pick List [Choose from Pick List](#)

Diagnosis Pick List [Choose from Pt Problems](#)

Payer pre-auth #

Do Not Transmit Do not transmit authorization number to payer

Referral #

Billing Facility

Purchased Serv Provider

Appointment Notes This is a demo appointment

Follow-up Date

Billing Notes +

24. Payment Profile: Select the right profile name to reflect the claim balance correctly. Options include Cash, Insurance, Insurance Out of Network, Auto Accident, and Workers' Comp. Selecting the correct payment profile will ensure that the claim is submitted to the correct payer.

	View Service	+ EOB
--	------------------------------	-----------------------

Institutional Claim No

Billing Status Bill Insurance

ICD Version ICD-10

Primary Insurer - Default -

Secondary Insurer - Default -

Billing Provider: - If different to provider -

Supervising Provider: - If different to provider -

Pt Payment \$ 0 +

Payment Profile Insurance

Pt Payment Due

Billing Profile Select Profile +

Billing Pick List [Choose from Pick List](#)

Diagnosis Pick List [Choose from Pt Problems](#)

Payer pre-auth #

Do Not Transmit Do not transmit authorization number to payer

Referral #

Billing Facility

Purchased Serv Provider

Appointment Notes This is a demo appointment

Follow-up Date

Billing Notes +

- Cash
- ✓ Insurance
- Insurance Out of Network
- Auto Accident
- Workers' Comp

25. **Billing Pick List:** Choose the codes from your pick list instead of typing in the codes manually.

	View Service	+ EOB
<p>Institutional Claim <input type="radio"/> No</p> <p>Billing Status Bill Insurance</p> <p>ICD Version ICD-10</p> <p>Primary Insurer - Default -</p> <p>Secondary Insurer - Default -</p> <p>Billing Provider: - If different to provider -</p> <p>Supervising Provider: - If different to provider -</p> <p>Pt Payment \$ 0</p> <p>Payment Profile Insurance</p> <p>Pt Payment Due</p> <p>Billing Profile Select Profile</p> <p>Billing Pick List Choose from Pick List</p> <p>Diagnosis Pick List Choose from Pt Problems</p> <p>Payer pre-auth #</p> <p>Do Not Transmit <input type="checkbox"/> Do not transmit authorization number to payer</p> <p>Referral #</p> <p>Billing Facility</p> <p>Purchased Serv Provider</p> <p>Appointment Notes This is a demo appointment</p> <p>Follow-up Date</p> <p>Billing Notes</p>		

26. **+EOB:** Add/upload the insurance EOB directly from this screen by clicking on the “+EOB” button.

	View Service	+ EOB	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
--	--------------	---	-----------	---------------	-------	-----------	------------------	--------------

27. **Superbill, HCFA/1500, and HCFA/1500 (text):** Click on Superbill to print the patient a detailed receipt including CPT, HCPCS, and ICD-10 codes. HCFA/1500 will print an HCFA form on plain white paper, while the (text) version will allow printing on preprinted HCFA paper.


	View Service	+ EOB	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
--	--------------	-------	---	---------------	-------	---	--	--------------



28. **Print screen:** Click on “Print Screen” to print the entire screen which can be used as proof of timely filing.

	View Service	+ EOB	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
--	--------------	-------	-----------	---------------	-------	-----------	------------------	--


29. **Claim Type:** On the top right-hand side, select the claim type as "Re-submission" or "Void claim" to submit a corrected claim or void claim. There is a box to enter the “ID of original claim” to assist the payer in

reprocessing/voiding the original claim.

HCFA/1500 (text) 

Claim Type  Default
 Emergency Service No
 Delay Reason - Not Used -
 Acute Manifestation Date
 Onset Date 431: Onse (HCFA box 14)
 Other Date - Other Da (HCFA box 15 & 19)
 Is patient's condition related to
 Employment No
 Auto Accident No
 Other Accident No
 EDI Billing Note (HCFA/CMS-1500 Line 19)
 Providers 




30. EDI Billing note: Check off this box to add a note on the claim. Any information entered here will appear in Box 19 on the HCFA 1500 form.

Claim Type Default
 Emergency Service No
 Delay Reason - Not Used -
 Acute Manifestation Date
 Onset Date 431: Onse (HCFA box 14)
 Other Date - Other Da (HCFA box 15 & 19)
 Is patient's condition related to
 Employment No
 Auto Accident No
 Other Accident No
 EDI Billing Note (HCFA/CMS-1500 Line 19)
 Providers 

31. ICD-10 codes can be added in this section. You can enter the code or a description in the box marked with the red arrow. If you need to change the order of the codes, click on the 3 blue horizontal lines (notated by the blue box). This will allow you to drag and drop the codes in whatever order you need them.

Line items transactions

Patient does not have unallocated payment Appt. does not have unallocated payment Primary Insurer: (00690) FL BCBS

#	ICD-10	Description	
	<input type="text" value="Add ICD-10 code"/>		
1	M15.0	Primary generalized (osteo)arthritis	
2	M16.9	Osteoarthritis of hip, unspecified	

32. Add the CPT/HCPCS/CUSTOM by clicking on "+Add Line Item" at the bottom left.

Code/Check Date	Description	Mods/Posted Date	Service Date	Qty/Min	Dx Pointers	Price	Billed	Allowed	Adjmt	Ins 1 paid	Ins 2 paid	Pt Paid	Ins Bal	Pt Bal	Status/Adj Type
Totals:							\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	Bill Insurance
99213		Q6	From date To date	1.00	1 2 0 0	88.60	\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	Bill Insurance

33. To post an insurance payment, click on the three lines or blue plus "+" icon towards the right corresponding to the code, select the appropriate reason codes, and hit on "Verify and Save" to save your changes.

Code/Check Date	Description	Mods/Posted Date	Service Date	Qty/Min	Dx Pointers	Price	Billed	Allowed	Adjmt	Ins 1 paid	Ins 2 paid	Pt Paid	Ins Bal	Pt Bal	Status/Adj Type
Totals:							\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	Bill Insurance
99213		Q6	From date To date	1.00	1 2 0 0	88.60	\$88.60	\$88.60	\$0.00	\$0.00	\$0.00	\$0.00	\$88.60	\$0.00	Bill Insurance

Logs

34. Logs: All the changes made on this screen will be tracked under the "Logs" section.

Logs

Datetime	User	Description
Aug 5, 2022 10:00:13 AM		primary_insurance_id_number changed from "" to "FAKEID7039"