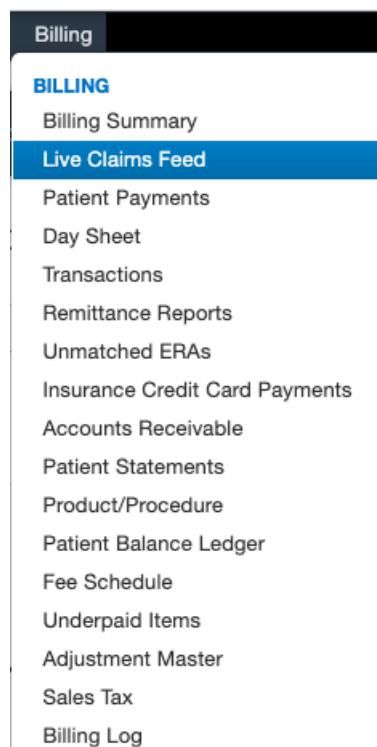


How to Filter a Claim by the Billing Status

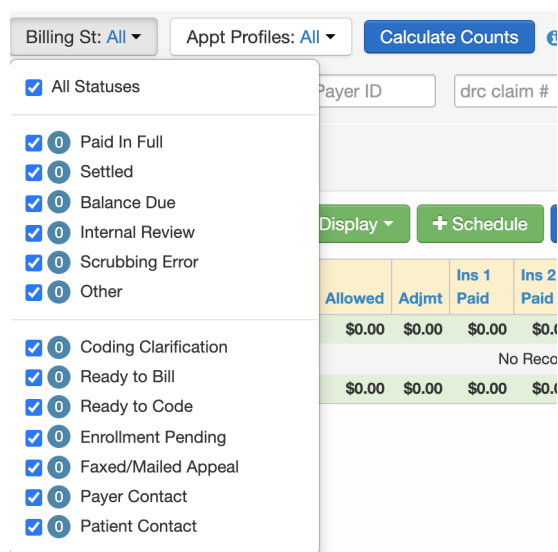
07/24/2024 4:50 pm EDT

While working on claims, it is often helpful to sort claims by billing status to work like claims with like claims. Here is how you can easily do that in your Live Claims Feed:

1. Hover over the **Billing** tab and click on **Live Claims Feed**.



2. Click on the **Billing Status** drop-down.



3. All statuses will be selected as a default. Uncheck the **All Statuses** at the top and check the box next to the status you would like to view. You can choose a single status or multiple.

- All Statuses
- 0 Paid In Full
- 0 Settled
- 0 Balance Due
- 0 Internal Review
- 0 Scrubbing Error
- 0 Other
- 0 Coding Clarification
- 0 Ready to Bill
- 0 Ready to Code
- 0 Enrollment Pending
- 0 Faxed/Mailed Appeal
- 0 Payer Contact
- 0 Patient Contact

4. Ensure that the date range displayed reflects the claims you want to see. By default, the system will show the previous 30 days. However, you can update the range to show a larger (or smaller) period.

TFL Warning

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5. Click on the blue **Update filter** on the right to list all the claims for the chosen status/statuses.

TFL Warning

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| Ins | Ins 1 | Ins | Ins 2 | First | Last | Service | Billing |
|-----|--------|-----|--------|-------|------|---------|---------|
| 1 | Status | 2 | Status | EDI | EDI | Notes | Notes |
| 10 | | | | | | | |

The system will display claims that meet the criteria of status within the date range that you selected.