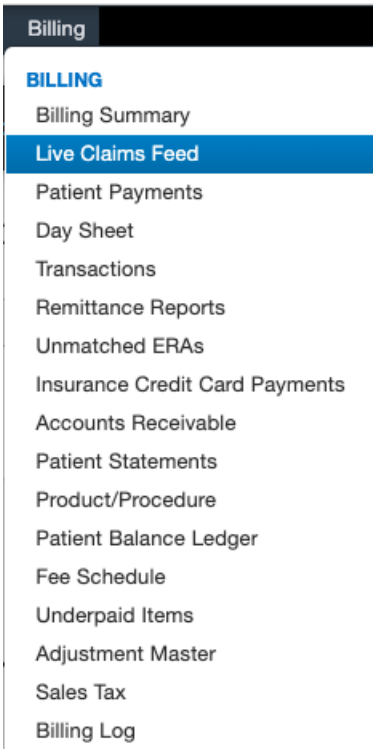
How to Submit a Claim to an Insurance Company

07/24/2024 4:55 pm EDT

You can submit claims from two different screens.

Follow the steps outlined below to submit the claim from the Live Claims Feed screen:

1. Hover the cursor on **Billing** and select **Live Claims Feed**.
2. Enter the Patients name or Chart ID and click on **Update Filter**.
3. Select the date of service and it will direct you to the Billing Detail screen.



Choose the appropriate billing status out of the five (5) mentioned below and click **Verify & Save** to submit the claim to the respective insurance.

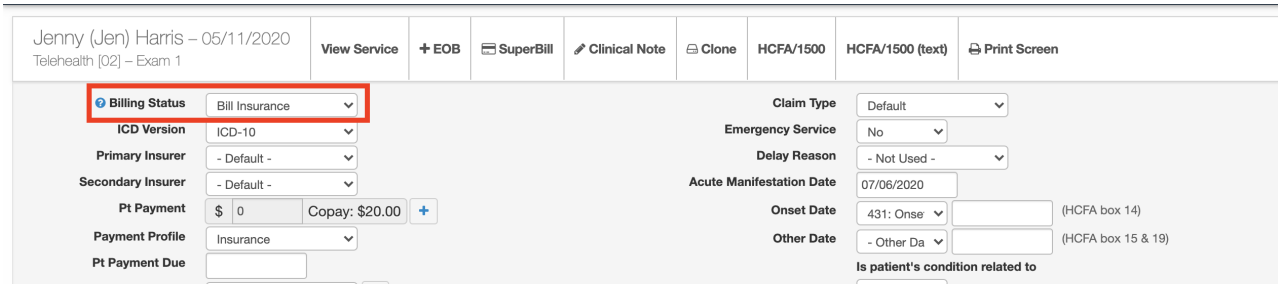
Bill Insurance: To submit the claim to the patient's primary medical insurance.

Bill Secondary Insurance: To submit the claim to the patient's secondary medical insurance.

Auto Accident Claim: To submit the claim to the patient's Auto insurance.

Worker's Comp Claim: To submit the claim to the patient's Workers' Compensation insurance.

Durable Medical Equipment Claim: To submit the claim to the patient's Durable Medical Equipment insurance.



All patient data listed in this article is sample data. This is not a real person or real patient data.

Follow the steps outlined below to submit the claim from your schedule:

1. Hover the cursor on **Schedule** and select **Calendar**.
2. Click on the appointment that you would like to bill out to the insurance company.
3. In the **Schedule Appointment** screen, click on the **Billing** tab and choose one of the billing statuses mentioned below and select **Verify & Save** to submit the claim to the respective insurance.

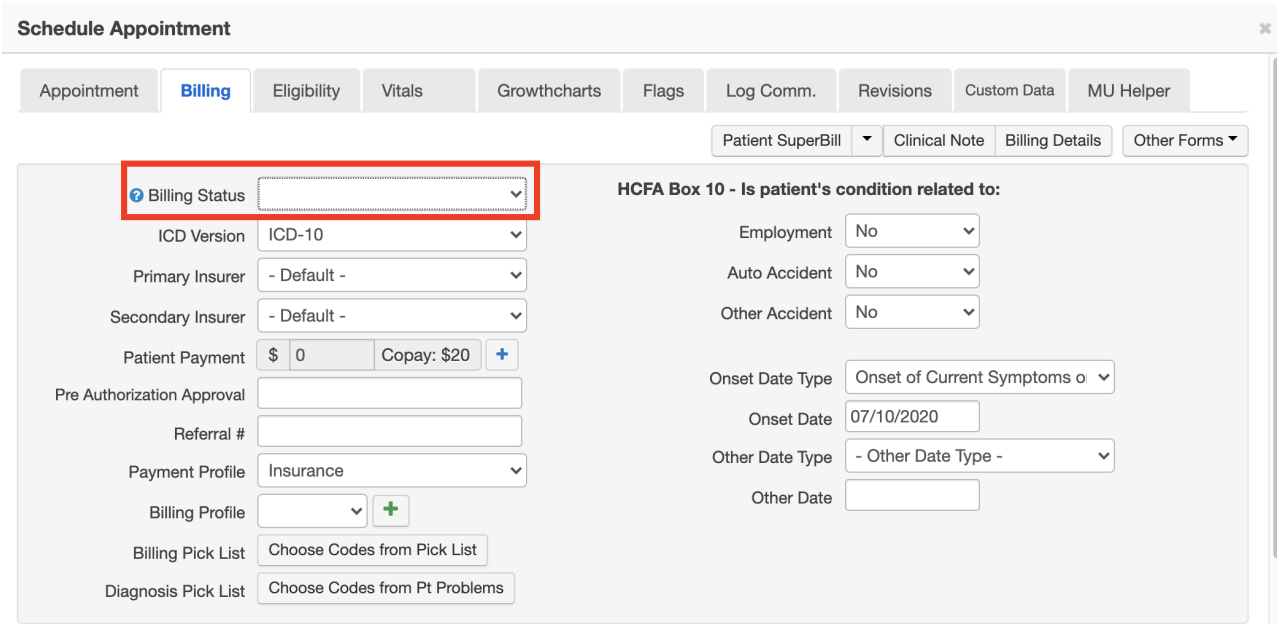
Bill Insurance: To submit the claim to the patient's primary medical insurance.

Bill Secondary Insurance: To submit the claim to the patient's secondary medical insurance.

Auto Accident Claim: To submit the claim to the patient's Auto insurance.

Worker's Comp Claim: To submit the claim to the patient's Workers' compensation insurance.

Durable Medical Equipment Claim: To submit the claim to the patient's Durable Medical Equipment insurance.



Claims are batched and submitted to the clearinghouse, each day of the week, including weekends and holidays.

Note: If you have already submitted your claim through the payer's portal, sites such as Availity or NaviNet, or from a previous system, you do not need to resubmit the claims through DrChrono. However, you do need to create appointments in order to post payments or have ERA payments post automatically.