How to submit Bulk Claims to a payer

07/24/2024 5:20 pm EDT

If you have multiple claims needing to be sent to the same payer, you can save yourself some time and keystrokes by submitting them altogether.

Note: Bulk submitting claims is for the *initial* submission of claims. It cannot be used to re-submit claims.

1) Hover over the Billing Tab and select

Billing
BILLING
Billing Summary
Live Claims Feed
Patient Payments
Day Sheet
Transactions
Remittance Reports
Unmatched ERAs
Insurance Credit Card Payments
Accounts Receivable
Patient Statements
Product/Procedure
Patient Balance Ledger
Fee Schedule
Underpaid Items
Adjustment Master
Sales Tax
Billing Log

2) Check the boxes corresponding to the appointments that need to be submitted to the insurance company. You can identify these claims by sorting on a specific billing status, date of service, payer ID, or office.

	RCM	Info	Claim ID	Patient	Date of Service	Office Totals:	Billed \$769,409.21	Allowed \$582,234.55	Adjmt \$187.174.66	Ins 1 Paid \$364.968.57	Ins 2 Paid	Pt Paid \$13.875.01	Ins Bal \$136,150.58	Pt Bal \$67,240.39	Claim Bal \$203.390.97	Exp Reimbr \$22,600,00	ins 1
						lotais:	\$769,409.21	\$082,234.00	\$187,174.00	\$304,908.57	\$0.00	\$13,875.01	\$130,150.58	\$67,240.39	\$203,390.97	\$22,600.00	
۲	C	S	31434878		6/16/2016 05:00PM		\$20.22	\$20.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.22	\$20.22	\$0.00	
	e		31412576		6/16/2016 03:00PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare
۲	e		31412574		6/16/2016 01:00PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare
۲	e	8	31434880		6/16/2016 11:00AM		\$140.45	\$140.45	\$0.00	\$0.00	\$0.00	\$0.00	\$140.45	\$0.00	\$140.45	\$0.00	Cigna
	e	8	31412572		6/16/2016 10:00AM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	UnitedHealthcare
۲	C		31364488		6/15/2016 03:00PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare
۲	e	S	31362418		6/15/2016 12:00PM		\$274.65	\$224.65	\$50.00	\$20.00	\$0.00	\$0.00	\$125.95	\$78.70	\$204.65	\$0.00	UMR (formerly Harrington Benefit Services - Westerville)
	e	8	31362420		6/15/2016 11:00AM		\$3,830.56	\$3,830.56	\$0.00	\$0.00	\$0.00	\$0.00	\$3,830.56	\$0.00	\$3,830.56	\$0.00	Cigna
	e		31364486		6/15/2016 10:00AM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	UnitedHealthcare

3) Click on the Batch Status Change drop-down and choose Bill Insurance

Select All Offices Select None	Gos	oel Roon	n All 👻 🚽	lones Rd All	 Surg 	ery Room A	•						
Claim St 0 809 673 All -	Billing	g St: All •	Appt P	rofiles: All -	TFL Wa	arning 🗌							
Patient Payer Na	016 Clini	Clinical Note											
Open window in new tab										Che	eck All Cl	ear Upo	late Filter
Batch Status Change - 🔒 Expor	t to File	-	Custom Ex	port Dis	play - 🛛 -	Schedule	¢	nternal -				1 - 100 0	F 1,482 🔸
	ate of prvice	Office	Billed	Allowed	Adimt	Ins 1 Paid	ins 2 Paid	Pt Paid	ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1
Paid In Full Balance Due		Totals:		\$582,234.55				\$13,875.01	\$136,150.58			\$22,600.00	
Settled Internal Review	16/2016 :00PM	Gospel Room	\$20.22	\$20.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.22	\$20.22	\$0.00	
Bill Insurance	16/2016 :00PM	Surgery Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united health
Bill Secondary Insurance Worker's Comp Claim			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united health
Auto Accident Claim Durable Medical Equipment Claim	16/2016 :00AM	Gospel Room	\$140.45	\$140.45	\$0.00	\$0.00	\$0.00	\$0.00	\$140.45	\$0.00	\$140.45	\$0.00	Cigna
Coding Completed	16/2016	Surgery	\$0.00	\$0.00	\$0.00	00.0\$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	UnitedHealth
Ready to bill	:00AM	Room	\$0.00	\$0.00	\$0.00	40.00	φ0.00	φ0.00	\$0.00	\$0.00	00.00	\$0.00	Grinoarioan

4) The claims will be transmitted to the clearinghouse at a predetermined time, depending on the clearinghouse. Batches are sent 7 days a week, regardless of holidays or weekends.