

Electronic Claims Processing Checklist

- Process Insurance

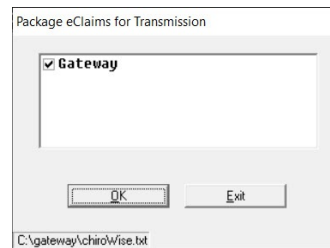
Electronic claims are processed the same way paper claims are processed. The only difference is that the paper claims are sent to the printer to be printed and the electronic claims are sent to computer files.

Claims | Process Claims ...

- Package Claims

Just as you cannot put paper claims directly in the mailbox without stuffing them into envelopes, electronic claims cannot be sent directly to the clearing house until they are packaged (batched). Batching assembles all the claims into a single file for transmission.

Claims | Batch Claims



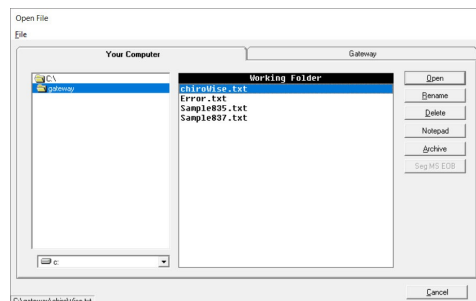
When the form loads, the name of the clearing house will appear in the window with a check mark beside it. Click the OK button. Your claims will be packaged and the check mark beside the clearing house name will disappear.

If you get a message that the File Name Already Exists, then your previous claim is still in the clearing house folder. Your options are:

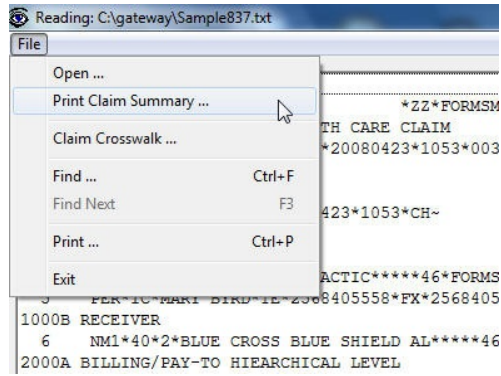
- delete the existing file (after you are sure that this claim was successfully sent to the clearing house)
 - rename the file (the file will be renamed with today's date)
 - abort claim batching
- Print a claim summary

A claim summary contains a list of claims that are actually in the file that is to be sent to the clearing house and is the only way you will be able to view the claims in the file.

Claims | EDI reader | File | Open ...



Click on the claim in the right hand window then click the Open button



With the file open, click the File menu and choose *Print Claim Summary*

- Once you have a claims summary you are ready to upload the claim file and download reports from the clearing house.