Provider Portal

Batch Claims Submission

Batch Claims Submission

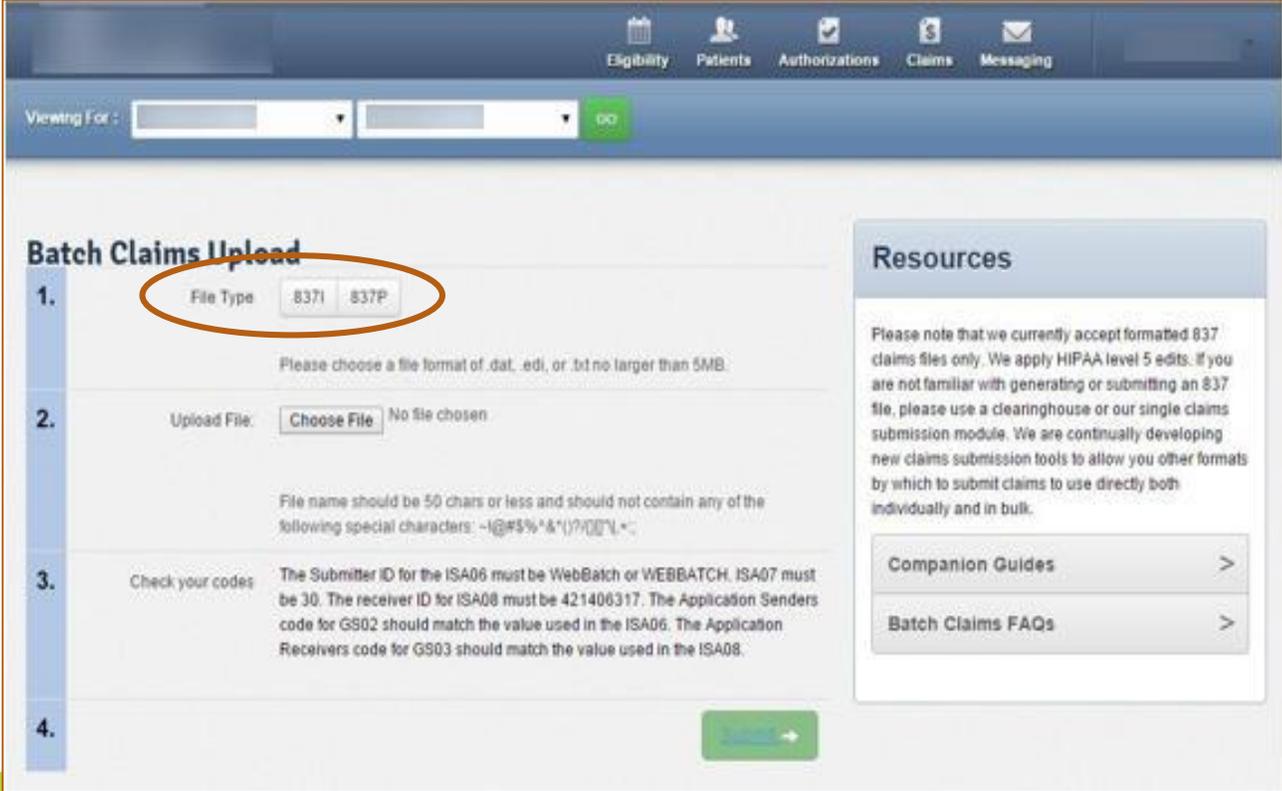To submit batch claims select "Claims"

Batch Claims Submission

To upload a batch of claims click "Upload EDI" button

NOTE
Before submitting batched
claims, verify you have EDI set up

Batch Claims Submission

On the Batch Claims Upload screen select one of the following based on the claim form for your provider type:
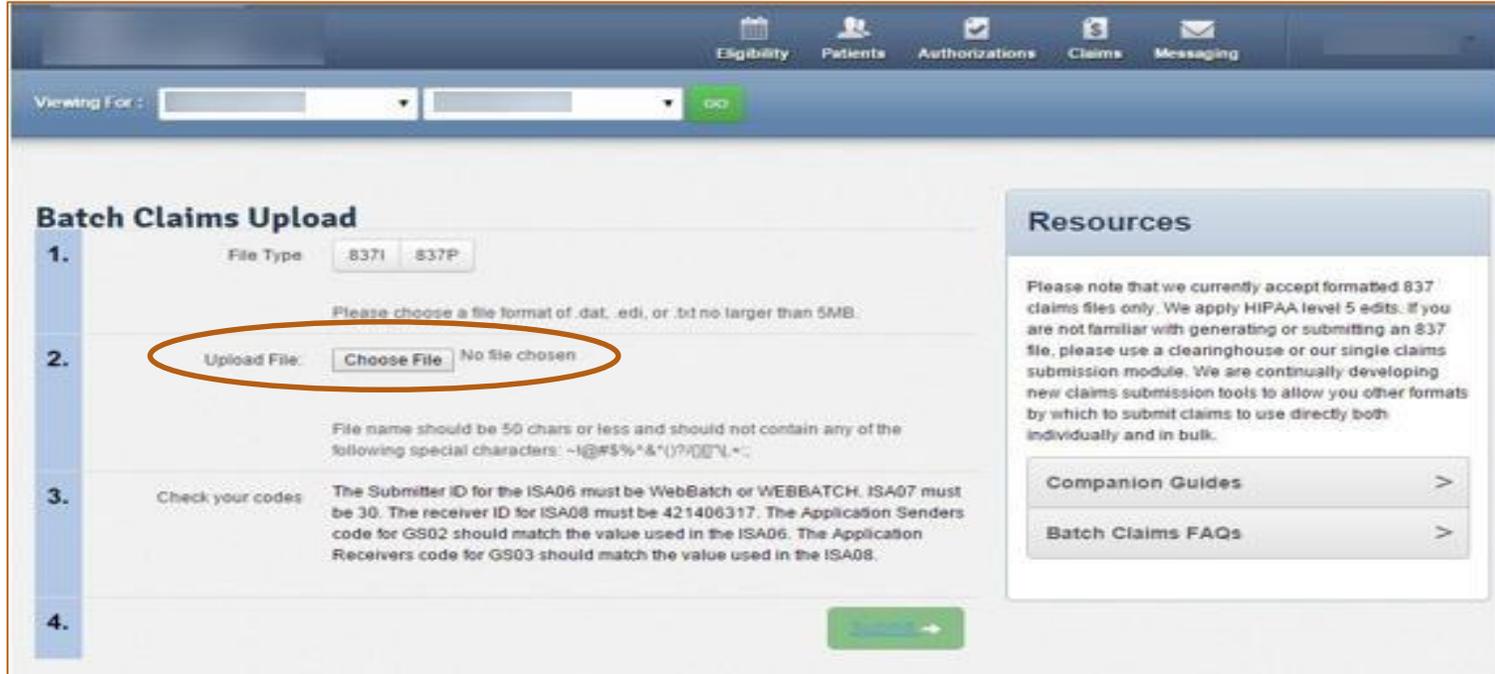
- 837I- Institutional
- 837P- Professional

Batch Claims Submission

Browse and attach your batch claims file to upload

- Verify your codes before clicking Submit to upload the file
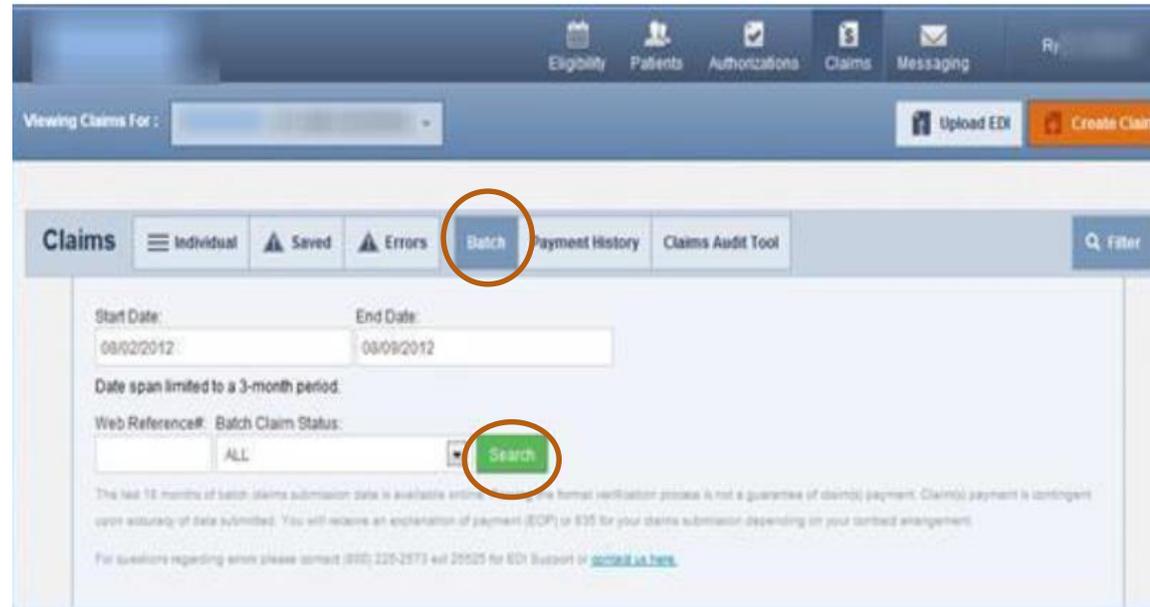

When a file is successfully uploaded, a Web Reference ID# will be generated for your records

Viewing Batch Claims

- Click Batch to view a summary of batch claims submitted

  o Only the last 18 months of batch claims history is available online

- To search for a specific submission date, click on Filter and complete the following fields:

  o Start Date

  o End Date

  o Web Reference #

  o Batch Claim Status

- Click Search