

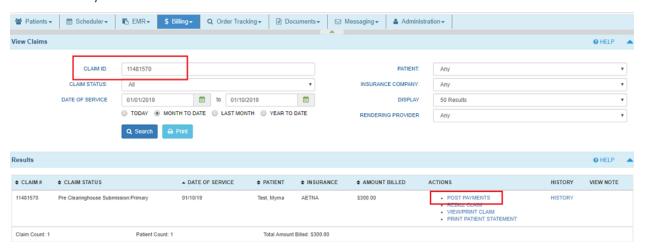
Navigating the Payment Posting Screen



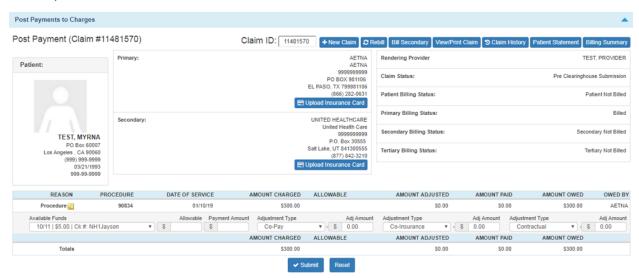
BILLING>CLAIMS>VIEW CLAIMS

STEPS

- 1. Pull up the claim via the Claim ID
- 2. Select Post Payment Under the Actions section

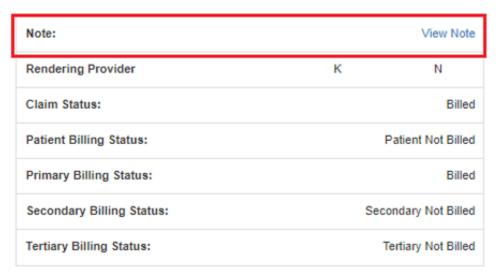


3. Post Payment Screen

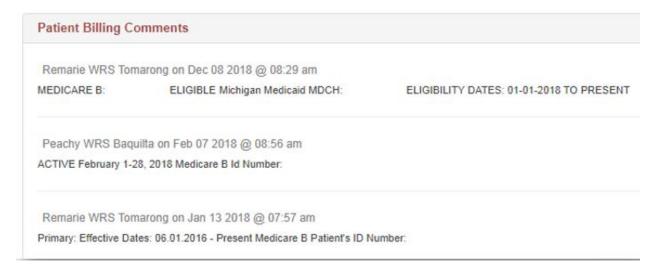




4. Claim Status section – shows the status of the claim in the post payment screen, but not the status with the insurance carrier

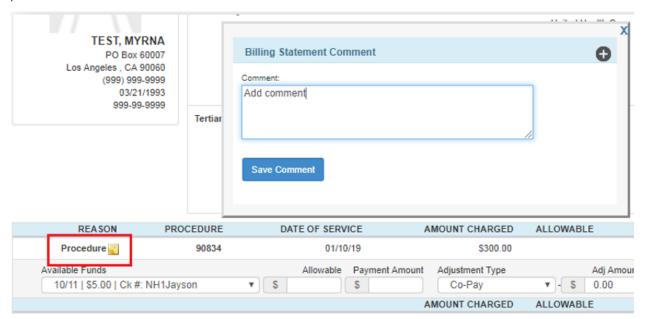


- 5. Note only available if the claim was created from the claims queue and not when created manually. Clicking the View Note link pulls up the progress notes of the patient
- 6. Patient Billing Comments comments added by anyone who has worked on the patient's account, related to how the claims are being billed





7. Note icon – pulls up the billing statement comment section where you can add notes about the procedure





- Definitions of Payment Posting Screen:
 - o **New Claim** Refresh or to pull up a new claim
 - o **Rebill** to update CMS 1500 or resubmit claim to the insurance
 - o Bill Secondary only prints secondary claim via paper, does not bill the secondary insurance
 - o **Bill Tertiary** –only prints tertiary claim via paper, does not bill the /tertiary insurance
 - *View/Print Claim* to view or print CMS 1500
 - o **Claim History** shows documented history of the claim
 - o **Patient Statement** pulls up the patient statement
 - o **Billing Summary** pulls up the billing summary