rint & View Options

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rint & View Option provide the capability for users to print, copy, or show a preview of how the claim will rint, as well as view and preview claim forms and electronic claims. Follow the steps below print your clain iew a preview or print a copy.

1. Select **Claim** > **Claim**.
2. Use the **Search** field to search for your claim.

   > Place a check in the ***"Show exact matches only"*** box to search for exact matches or ***"Show unpaid claims only"*** to show claims that may need follow-up.

3. Open the claim.
4. Click the **Print & View** button and choose one of the following actions:
   1. **Claim Submission:**
      1. **Save and Print Claim:** Prints the claim from your desired printer.

         > Make sure the appropriate claim form(s) are loaded in the printer before selecting this option and **that scale to fit is unchecked and set to 100!**

      2. **Save and Print With Form:** Downloads a pdf copy of the claim on the official CMS-1500 or UB-04 claim form.

         > ⚠ A printed copy of this CMS-1500 form should not be used for the submission of claims. They must be submitted in the official form since the copy will not accurately replicate the scale and OCR (in Flint OCR Red, J6983) color of the form as directed by the CMS and the payers. Each Print will count as a 1/2 claim transaction.

   2. **Claim Preview:**
      1. **Show Preview:** View what the claim will look like once printed on the form.
      2. **Preview Electronic Claim:** View the 837 ANSI that the system will generate for that claim and can be used to see how your claims will be sent electronically to the payer.
      3. **Copy:** Prints a copy of the claim for your record or to provide to a patient.

3. **Past Submissions:**
    1. **Claim Form:** View what the claim looked like when originally printed on the form, or how th clearinghouse interpreted the electronic claim.

        ⚠ Please note that an electronic claim has more places to send information than a paper claim, so there isn't an exact one-to-one match between the two. For example, an electronic claim can carry several CLIA numbers, and it can carry separate operating, ordering, referring, and PCP providers. The paper form can't show all of that. If you need the full detail of what was sent electronically, use **View Electronic Claim**.

    2. **View Electronic Claim:** View the 837 ANSI that the system originally generated for that claim exactly as it went to the payer for any claim sent electronically.
    3. **EOB:** Prints the EOB based on the claims ERA Report.
4. **Payer Letters:**
    1. **Open Negotiations Form:** Prints an Open Negotiation Form (OMB 1210-0136) directly from the claim screen so that providers that are out-of-network can enter open negotiation with the insurance company.
    2. **Proof of Timely Filing:** Prints a basic proof of timely filing letter directly from the claim screen for payers who don't have their own required format.
    3. **Appeal:** Prints a basic claim appeal letter directly from the claim screen for payers who don have their own required format.
5. **Transaction History:**
    1. **Claim Transaction History:** Prints a list of all of the claim's transactions and billing activity. You can quickly print out a detailed list of the claims transaction dates, charges, TCN #s, payments and adjustments, etc.

5. Click **Save**. Otherwise, click **Close**.