

Print Proof of Timely Filing Letter (From Claim)

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The **Proof of Timely Filing** letter allows users to print a basic proof of timely filing letter directly from the claim screen for payers who don't have their own required format.

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** button.
5. Select **Proof of Timely Filing**
6. Select your claim submission (TCN).
7. Review your letter.
8. Click **Print**.
9. Click **Save**. Otherwise, click **Close**.

 Visit our [Proof of Timely Filing Letter SampleHelp Article](#) to view a sample Proof of Timely Filing letter.
