


Print Appeal Letter (From Claim)

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The **Appeal** letter allows users to print a basic claim appeal 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 **Appeal**
6. Select your claim submission (TCN).
7. Review your letter.
8. Click **Print**.
9. Click **Save**. Otherwise, click **Close**.

 Visit our [Appeal Letter Sample Help Article](#) to view a sample Appeals letter.
