


Print Proof of Timely Filing Letter (From Follow Up)

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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, Claim Tracker, and Claim Follow Up screens for payers who don't have their own required format.

1. Select **Claim > Follow Up Management**.
2. Enter your **Search Criteria** or **Load a Search Filter**.
3. Click on a line item to open up a specific 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 Sample](#) Help Article to view a sample Proof of Timely Filing letter.
