How to submit claims to a tertiary insurance and post payments?

Last modified on 09/28/2026 12:10 pm EDT

Presently, there is no direct option to bill the claim electronically to tertiary insurance. The 2 options to bill to tertiary insurance are:

- You can update the information in the secondary insurance section with the tertiary information and bill as a secondary to the tertiary payer.
- Drop the claim to paper, attach applicable EOBs from primary and secondary insurances, and bill through the U.S. postal mail.

For payments from tertiary payers, the system will post any ERAs as a secondary payment.

Likewise, if you need to post a manual payment, the system will only show the first 2 insurance payers as options. The recommendation is to select **[0] N/A** as the payer and add comments to the billing note section to identify the source and details of the payment.