

How to Filter a Claim by the Billing Status

Last modified on 11/14/2024 11:18 am EST

While working on claims, it is often helpful to sort claims by billing status to work like claims with like claims. Here is how you can easily do that in your Live Claims Feed:

1. Hover over the **Billing** tab and select **Live Claims Feed**.
2. Select the **Billing Status** drop-down.

The screenshot shows the 'Billing St:' dropdown menu open. The menu lists various billing statuses with checkboxes. The 'All Statuses' option is checked. The background shows a table with columns for 'Allowed', 'Adjmt', 'Ins 1 Paid', and 'Ins 2 Paid'. The table has a row with '\$0.00' values and a 'No Record' message.

Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid
\$0.00	\$0.00	\$0.00	\$0.00
No Record			
\$0.00	\$0.00	\$0.00	\$0.00

3. All statuses will be selected as a default. Uncheck the **All Statuses** at the top and check the box next to the status you would like to view. You can choose a single status or multiple.

The screenshot shows the 'Billing St:' dropdown menu open. The 'All Statuses' option is unchecked. The 'Ready to Bill' and 'Ready to Code' options are checked. The background shows a table with columns for 'Allowed', 'Adjmt', 'Ins 1 Paid', and 'Ins 2 Paid'. The table has a row with '\$0.00' values and a 'No Record' message.

Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid
\$0.00	\$0.00	\$0.00	\$0.00
No Record			
\$0.00	\$0.00	\$0.00	\$0.00

4. Ensure that the date range reflects the claims you want to see. By default, the system will show the previous 30 days. However, you can update the range to show a larger (or smaller) period.

Calculate Counts

What's this?

TFL Warning ☐

— Clinical Note

5. Press the blue **Update filter** on the right to list all the claims for the chosen status/statuses.

TFL Warning ☐

Clinical Note

Check All

Clear

Update Filter

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Ins 1	Ins 1 Status	Ins 2	Ins 2 Status	First EDI	Last EDI	Service Notes	Billing Notes
0							

The system will display claims that meet the criteria of status within the date range that you selected.
