

How to Submit a Claim to an Insurance Company

Last modified on 12/18/2024 1:28 pm EST

You can submit claims from two different screens.

Follow the steps outlined below to submit the claim from the Live Claims Feed screen:

1. Hover the cursor on **Billing** and select **Live Claims Feed**.
2. Enter the Patient's name or Chart ID and select **Update Filter**.
3. Select the date of service and it will direct you to the Billing Detail screen.

Choose the appropriate billing status out of the five (5) mentioned below and press **Verify & Save** to submit the claim to the respective insurance.

Bill Insurance: To submit the claim to the patient's primary medical insurance.

Bill Secondary Insurance: To submit the claim to the patient's secondary medical insurance.

Auto Accident Claim: To submit the claim to the patient's Auto insurance.

Worker's Comp Claim: To submit the claim to the patient's Workers' Compensation insurance.

Durable Medical Equipment Claim: To submit the claim to the patient's Durable Medical Equipment insurance.

Tina Adams – 11/18/2024 Primary Office [11] – Exam 1		View Service	+ EOB	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
Institutional Claim	<input type="radio"/> No	Claim Type	Default						
Billing Status	Bill Insurance	Emergency Service	No						
ICD Version	ICD-10	Delay Reason	- Not Used -						
Primary Insurer	- Default -	Acute Manifestation Date							
Secondary Insurer	- Default -	Onset Date	431: Onse		(HCFA box 14)				
		Other Date	- Other Da		(HCFA box 15 & 19)				

All patient data listed in this article is sample data. This is not a real person or real patient data.

Follow the steps outlined below to submit the claim from your schedule:

1. Hover the cursor on **Schedule** and select **Calendar**.
2. Select the appointment that you would like to bill to the insurance company.

3. In the **Schedule Appointment** screen, select the **Billing** tab and choose one of the billing statuses mentioned below, and select **Verify & Save** to submit the claim to the respective insurance.

Bill Insurance: To submit the claim to the patient's primary medical insurance.

Bill Secondary Insurance: To submit the claim to the patient's secondary medical insurance.

Auto Accident Claim: To submit the claim to the patient's Auto insurance.

Worker's Comp Claim: To submit the claim to the patient's Workers' compensation insurance.

Durable Medical Equipment Claim: To submit the claim to the patient's Durable Medical Equipment insurance.

Schedule Appointment

Appointment **Billing** Eligibility Vitals Growthcharts Flags Log Comm. Revisions Custom Data MU Helper

Institutional Claim Patient SuperBill Clinical Note Billing Details Other Forms

Billing Status Bill Insurance

ICD Version ICD-10

Primary Insurer - Default -

Secondary Insurer - Default -

Patient Payment \$ 0 Copay: \$20 +

Pre Authorization Approval

Referral #

Payment Profile Insurance

Billing Profile +

Billing Pick List Choose Codes from Pick List

Diagnosis Pick List Choose Codes from Pt Problems

HCFA Box 10 - Is patient's condition related to:

Employment No

Auto Accident No

Other Accident No

Onset Date Type Onset of Current Symptoms o

Onset Date

Other Date Type - Other Date Type -

Other Date

Claims are batched and submitted to the clearinghouse, each day of the week, including weekends and holidays.

Note: If you have already submitted your claim through the payer's portal, sites such as Availity or NaviNet, or from a previous system, you do not need to resubmit the claims through DrChrono. However, you do need to create appointments in order to post payments or have ERA payments post automatically.