How to Submit a Claim to an Insurance Company

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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.

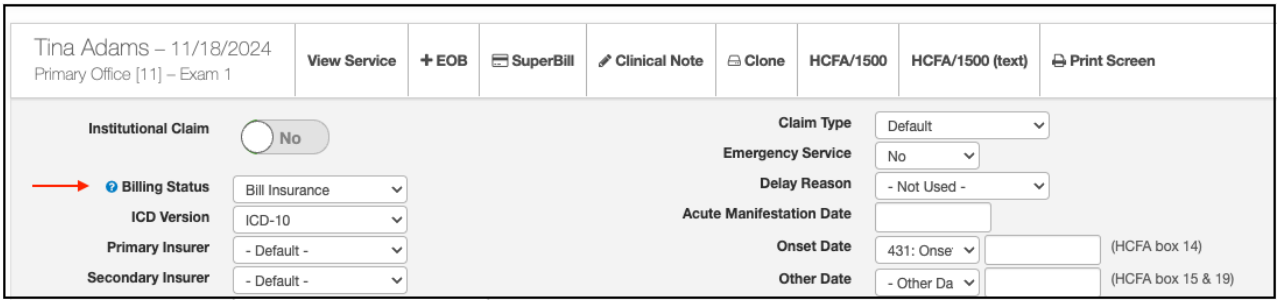
Bill Insurance: To submit the claim to the patient's primary medical insurance.

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.



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.

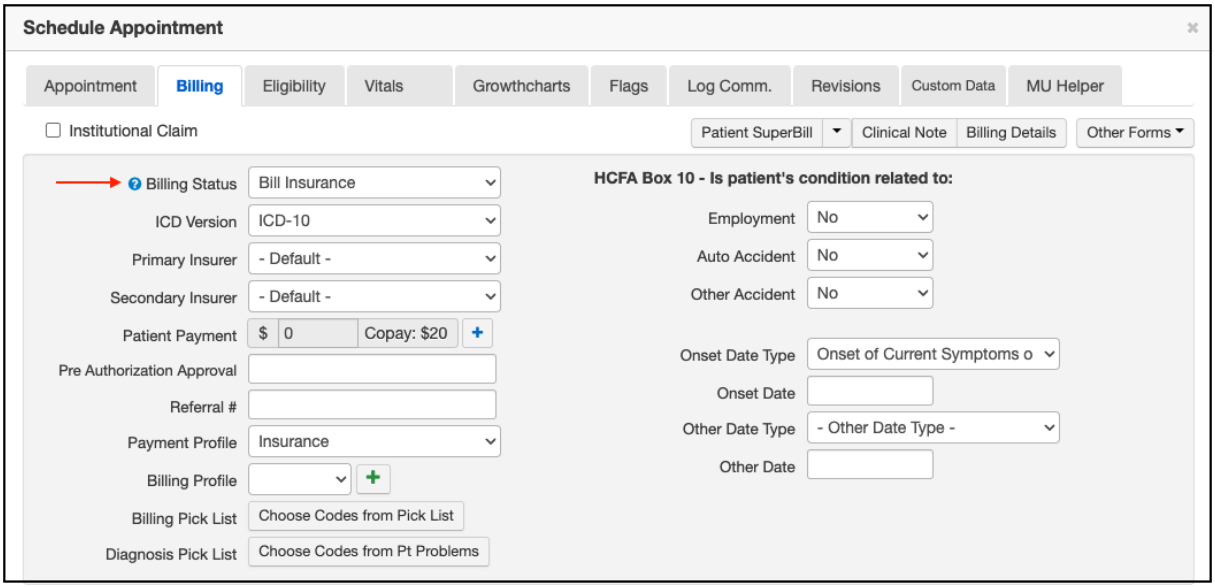
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Claims are batched and submitted to the clearinghouse each day of the week, including weekends and holidays.

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 claim through DrChrono. However, you do need to create appointments to post payments or have ERA payments post automatically.