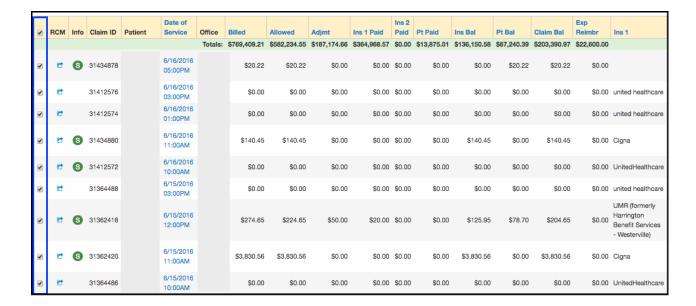# How to submit Bulk Claims to a payer

09/16/2024 3:46 pm EDT
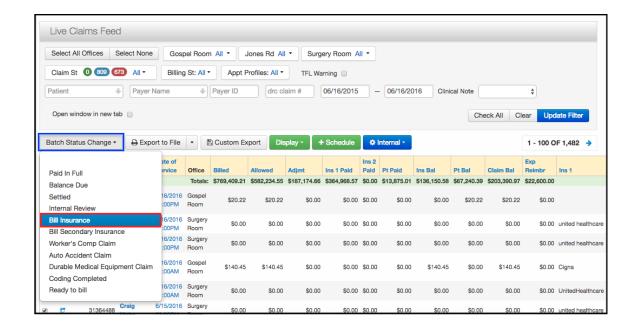
If you have multiple claims needing to be sent to the same payer, you can save yourself some time and keystrokes by submitting them altogether.

Note: Bulk submitting claims is for the *initial* submission of claims. It cannot be used to re-submit claims.

1. Hover over the **Billing** Tab and select

2. Check the boxes corresponding to the appointments that need to be submitted to the insurance company. You can identify these claims by sorting on a specific billing status, date of service, payer ID, or office.

	RCM	Info	Claim ID	Patient	Date of Service	Office	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1
✔						Totals:	$769,409.21	$582,234.55	$187,174.66	$364,968.57	$0.00	$13,875.01	$136,150.58	$67,240.39	$203,390.97	$22,600.00	
✔	↪	Ⓢ	31434878		6/16/2016 05:00PM		$20.22	$20.22	$0.00	$0.00	$0.00	$0.00	$0.00	$20.22	$20.22	$0.00	
✔	↪		31412576		6/16/2016 03:00PM		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	united healthcare
✔	↪		31412574		6/16/2016 01:00PM		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	united healthcare
✔	↪	Ⓢ	31434880		6/16/2016 11:00AM		$140.45	$140.45	$0.00	$0.00	$0.00	$0.00	$140.45	$0.00	$140.45	$0.00	Cigna
✔	↪	Ⓢ	31412572		6/16/2016 10:00AM		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	UnitedHealthcare
✔	↪		31364488		6/15/2016 03:00PM		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	united healthcare
✔	↪	Ⓢ	31362418		6/15/2016 12:00PM		$274.65	$224.65	$50.00	$20.00	$0.00	$0.00	$125.95	$78.70	$204.65	$0.00	UMR (formerly Harrington Benefit Services - Westerville)
✔	↪	Ⓢ	31362420		6/15/2016 11:00AM		$3,830.56	$3,830.56	$0.00	$0.00	$0.00	$0.00	$3,830.56	$0.00	$3,830.56	$0.00	Cigna
✔	↪		31364486		6/15/2016 10:00AM		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	UnitedHealthcare

3. Click on the **Batch Status Change** drop-down and choose **Bill Insurance**

4. The claims will be transmitted to the clearinghouse at a predetermined time, depending on the clearinghouse. Batches are sent 7 days a week, regardless of holidays or weekends.