How to submit Bulk Claims to a payer

Last modified on 03/19/2026 10:39 am 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 Live Claims Feed

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.

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1
							Totals:	$1,607,286.34	$1,481,925.37	$125,360.97	$167,915.17	$0.00	$40.00	$4,656.70	$1,309,313.50	$1,313,970.20	$0.00	
☐	330869573	Jenny (Jen) Harris	11/19/2024 12:00AM	Primary Office				$185.00	$185.00	$0.00	$0.00	$0.00	$0.00	$185.00	$0.00	$185.00	$0.00	
☐	330866937	Jenny (Jen) Harris	11/18/2024 10:35AM	Primary Office				$150.00	$150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00	$150.00	$0.00	
☐	330853439	Tina Adams	11/18/2024 09:25AM	Primary Office				$125.00	$125.00	$0.00	$0.00	$0.00	$15.00	$125.00	-$15.00	$110.00	$0.00	Cigna
☐	330869707	Jenny (Jen) Harris	11/17/2024 12:00AM	Primary Office				$1,600.00	$1,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,600.00	$1,600.00	$0.00	
☐	330869830	Jenny (Jen) Harris	11/16/2024 12:00AM	Primary Office				$1,600.00	$1,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,600.00	$1,600.00	$0.00	
☐	328821561	Jenny Harris	11/01/2024 08:00AM	Primary Office				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Aetna

3. Select **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.