

# How to bulk submit claims

Last modified on 02/25/2026 2:23 pm EST

## Submitting multiple claims

If you have multiple claims needing to be sent to the same payer, you can save time and keystrokes by submitting them all together.

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

1. Select **Billing > Live Claims Feed**
2. Check the boxes corresponding with the appointments that need to be resubmitted.
  - a. Claims can be sorted on a specific billing status, date of service, payer ID, or office.

<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>				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	
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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)
<input checked="" type="checkbox"/>				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
<input checked="" type="checkbox"/>				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. Select **Batch Status Change > Bill Insurance**

Live Claims Feed

Select All Offices Select None Gospel Room All Jones Rd All Surgery Room All

Claim St 809 673 All Billing St: All Appt Profiles: All TFL Warning

Patient Payer Name Payer ID drc claim # 06/16/2015 - 06/16/2016 Clinical Note

Open window in new tab Check All Clear Update Filter

Batch Status Change Export to File Custom Export Display + Schedule Internal 1 - 100 OF 1,482

State of Service	Office	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1
<b>Totals:</b>		<b>\$769,409.21</b>	<b>\$582,234.55</b>	<b>\$187,174.66</b>	<b>\$364,968.57</b>	<b>\$0.00</b>	<b>\$13,875.01</b>	<b>\$136,150.58</b>	<b>\$67,240.39</b>	<b>\$203,390.97</b>	<b>\$22,600.00</b>	
6/16/2016 00:00PM	Gospel Room	\$20.22	\$20.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.22	\$20.22	\$0.00	
6/16/2016 00:00PM	Surgery Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare
6/16/2016 00:00PM	Surgery Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare
6/16/2016 00:00AM	Gospel Room	\$140.45	\$140.45	\$0.00	\$0.00	\$0.00	\$0.00	\$140.45	\$0.00	\$140.45	\$0.00	Cigna
6/16/2016 00:00AM	Surgery Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	UnitedHealthcare
6/15/2016	Surgery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	united healthcare

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.