

How to bulk submit claims

09/17/2024 10:20 am EDT

Submitting multiple claims

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. 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 | | | \$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 0 809 673 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 |
|-------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------|--------------------|---------------------|--------------------|---------------------|--------------------|-------------------|
| 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 | |
| 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.