

# Navigating the Claims in Review Tab

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This is a contracted feature. Contact solutions@officepracticum.com to learn about implementing this in your Practice

#### Path: Billing > Billing Center > Claims in Review

## About

All claims that are scrubbed using the Claim Scrubber and return errors can be found on the new**Claims in Review** tab of the Billing Center. The functionality on this tab is very similar to the other tabs found in the Billing Center with a few exceptions. The Scrubbing Report can be viewed from this tab. From here, you can also edit the claim and view the report in the Scrub Report tab of the window.

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	178893	03/02/2022	TEST MARK	009	SP		93	-	
	178898	06/06/2022	TEST MARK	HKD	SP		105.00	1	
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(F)	179001	06/29/2022	TEST TRYAGAIN	005	BCDC	5678900RRT656	93	3	
	179002	06/29/2022	TEST HINA	005	ADMAI	15060347476		3	170
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	170003	06/20/2022	TEST LOCK	005	ACL	7004	105.00	2	31
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	179073	08/02/2022	WILLIAM MADELYN	DUS	CIG	00091571	.93	3	33
(±)	178256	09/09/2021	GREEKTEST PATIENT	DUS	GHI	2345	15.55	-	38
	177921	07/15/2021	TEST INSURANCETRES	DDS	GHI	123456	15.35	5	32
æ	179192	08/19/2022	TEST SCRUB	DDS	SP		105.00	0	38
æ	177731	06/16/2021	ROBERT WILLSON	DD9	SP		30.70	0	34
۲	177846	07/08/2021	TEST PATONE	DDS	TRJ	4567	15.35	5	37
۲	178017	07/29/2021	TEST TEST	DDS	CFA	SDFSDFSDFS	61.40	0	57
۲	178343	09/17/2021	TEST TRYAGAIN	DD9	BCDC	5678900RRT656	15.35	5	37

- Viewing Claims in the Claims in Review Tab
- View the Scrubbing Report
- Daysheeted Claims
- Non-Daysheeted Claims

## Viewing Claims in the Claims in Review Tab

Claims will fall off the Claims in Review tab once they are edited, re-scrubbed, and return no errors. Claims can also be removed without making any edits by queuing the claim. There will be permissions around who can queue claims from this tab as they will be sent with errors.

User Permissions: To allow users to queue a claim in addition to the new one, users will need th Billing\_Manage\_Queue
 security permission. To allow users to queue a claim that has returned errors without making edits, users will need the Billing\_ClaimReview\_Queue permission. See the Claim Scrubber Setup article for more details.

When a claim is queued without making the recommended edits, the claim will get **aQ1** category and a Claim Status History record of **SBE Scrub Edits Bypassed and Queued** The claim will no longer display on the Claims in Review tab and be queued for transmission.

#### View the Scrubbing Report

Users will be able to quickly and easily see the scrubbing report without opening the claim by clicking the eport icon 🛒 found





in the Report column. This will open a pop-up with the details of the scrubbing report for the claim.

### **Daysheeted Claims**

Daysheeted claims will display in black text when the claim line is expanded. To view the Scrubbing Report from within the claim and make edits:

- 1. Select the daysheeted claim.
- 2. Click Edit.
- 3. The Edit Archived Claims Transaction screen will open. To view the Scrub Report, click the Scrub Report tab.
- 4. Make changes to the claim based on the errors.
- 5. To re-scrub the claim, click the **Scrub Claim** button if your practice is set up for manual scrubbing, or click the green **checkmark** if your practice is set up for automatic scrubbing.

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#### **Non-Daysheeted Claims**

Non-Daysheeted claims will display in blue text when the claim line is expanded. To view the scrubbing report and make edits:

- 1. Select the non-daysheeted claim.
- 2. Click Edit.
- 3. The Add/Edit Charges window will open. To view the Scrub Report, click the Scrub Report tab.
- 4. Make changes to the claim based on the errors.
- To re-scrub the claim, click the Scrub Claim button if your practice is set up for manual scrubbing, or click the Save or Save + Queue button (based on your practices workflow) if your practice is set up for automatic scrubbing.

