

# Navigating the Claims in Review Tab

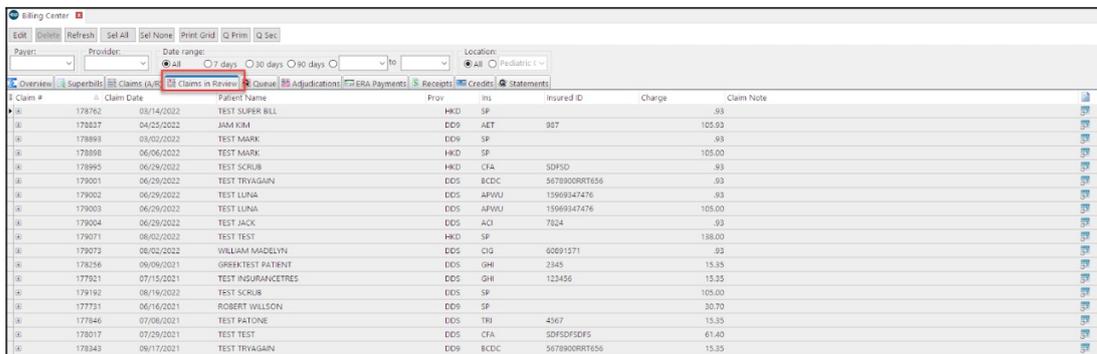
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 This is a contracted feature. Contact [solutions@officepracticum.com](mailto:solutions@officepracticum.com) to learn about implementing this in your Practice.

**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.



Claim #	Claim Date	Patient Name	Prov	Ins	Insured ID	Charge	Claim Note
178762	03/14/2022	TEST SLUPER BILL	HKD	SP		.93	
178837	04/25/2022	JAMM KIM	DD9	AET	987	105.93	
178893	03/02/2022	TEST MARK	DD9	SP		.93	
178896	06/06/2022	TEST MARK	HKD	SP		105.00	
178995	06/29/2022	TEST SCRUB	HKD	CFA	SDFSD	.93	
179001	06/29/2022	TEST TRVAGAN	DD9	BCDC	5678900RRT656	.93	
179002	06/29/2022	TEST LUNA	DD9	APVUJ	15669347476	.93	
179003	06/29/2022	TEST LUNA	DD9	APVUJ	15669347476	105.00	
179004	06/29/2022	TEST JACK	DD9	ACI	7824	.93	
179071	08/02/2022	TEST TEST	HKD	SP		138.00	
179073	06/02/2022	WILLIAM MADELYN	DD9	CIG	60691071	.93	
178256	06/09/2021	GRISTEST PATIENT	DD9	GRH	2345	15.35	
177821	07/15/2021	TEST INSURANCETRES	DD9	GRH	122456	15.35	
179192	08/19/2022	TEST SCRUB	DD9	SP		105.00	
177731	06/16/2021	ROBERT WILLSON	DD9	SP		30.70	
177846	07/08/2021	TEST PATONE	DD9	TRH	4567	15.35	
178017	07/29/2021	TEST TEST	DD9	CFA	SDFSDSDFS	61.40	
179343	09/17/2021	TEST TRVAGAN	DD9	BCDC	5678900RRT656	15.35	

- 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 the **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 a **Q1** 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

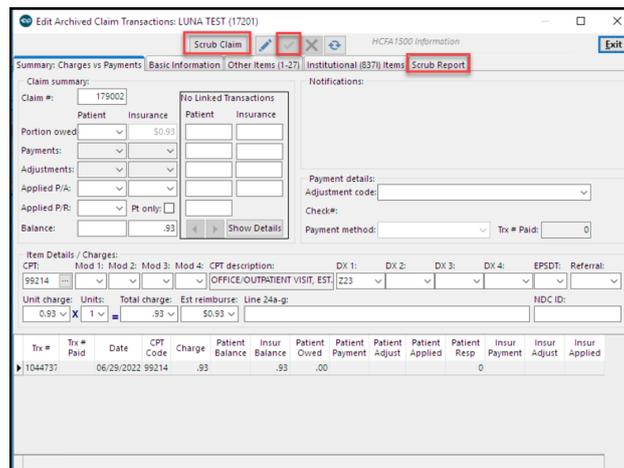
Users will be able to quickly and easily see the scrubbing report without opening the claim by clicking the **report** icon  found

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.



Trx #	Trx # Paid	Date	CPT Code	Charge	Patient Balance	Insur Balance	Patient Owed	Patient Payment	Patient Adjust	Patient Applied	Patient Resp	Insur Payment	Insur Adjust	Insur Applied
1044737		06/29/2022	99214	.93		.93	.00					0		

## 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.
5. 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.