Send Claims to the Transmit Queue

Last Modified on 02/16/2021 3:09 pm EST

Version 14.19

The workflow below applies to claims that have been saved upon creation or charge posting but have not queued.
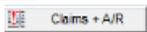
1. Navigate to the Claims (A/R) tab of the Billing Center:**Billing tab > Billing Center button > Claims (A/R) tab**
2. If necessary, change the **Date range**.
3. If not already selected, select the**Has Insurance Balance** checkbox**.**
4. Use the **Stage** drop-down and select**Unsent (not transmitted or printed).**
5. Click the **Sel All** button to select all unsent claims.
6. Click the **Q Prim** button then**OK** to send all selected claims to the transmittal queue for claim submission.
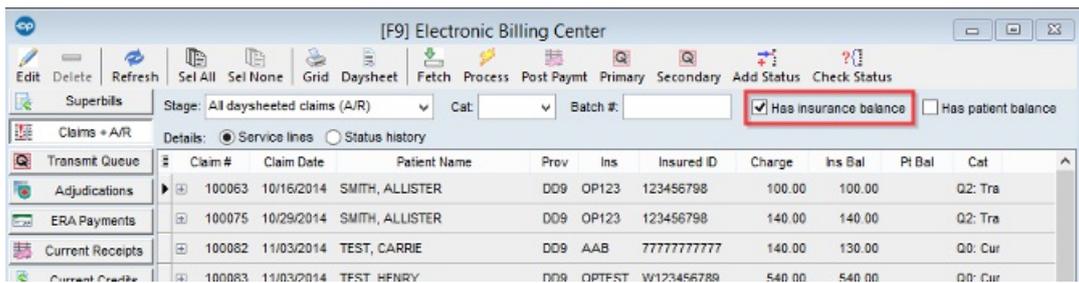
> 💡 **Tip:** OP will transfer claims to the transmittal queue and go idle when complete. At this point, it is recommended to run a daysheet to lock in the claim transactions. However, some offices send multiple claim transmissions throughout the day based on high volume of claims, so the processing of the daysheet after each queue transfer is not required.

Version 14.10

Overview

Claims are sent to the transmittal queue pending submission of electronic claim files and/or hcfa printing. Current claims are defined as those that have not been processed through a daysheet.

1. Click on the **Billing** button 🔲 Billing to open the e-Billing center.
2. Click on the **Claims+A/R** tab 📋 Claims + A/R and Check of the Box for**Has Insurance Balance**.

3. Click on the **Stage** dropdown and select**Unsent (not transmitted or printed)** then click on the **Refresh** button 🔄 .
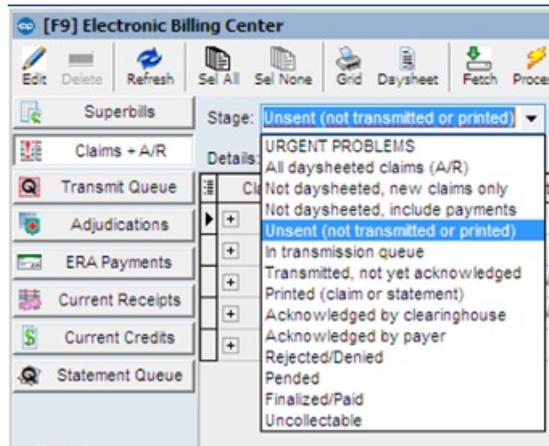
4. Click on the **Sel All** button to select all Unsent Claims.

5. Then click the **Primary** button to transfer these claims to the transmittal queue for primary claim submission.

6. Select **OK** when prompted **Queue selected claims(s)?**
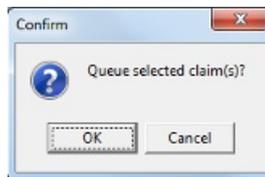
> ℹ️ OP will transfer claims to the transmittal queue and go idle when complete. At this point, the best practice would be to run a daysheet, however, some offices send multiple claim transmissions throughout the day based on high volume of claims so the processing of the daysheet after each queue transfer is not required.