Office Practicum

Billing Center: Claims + A/R

Last Modified on 08/08/2022 11:35 am EDT

Version 20.17

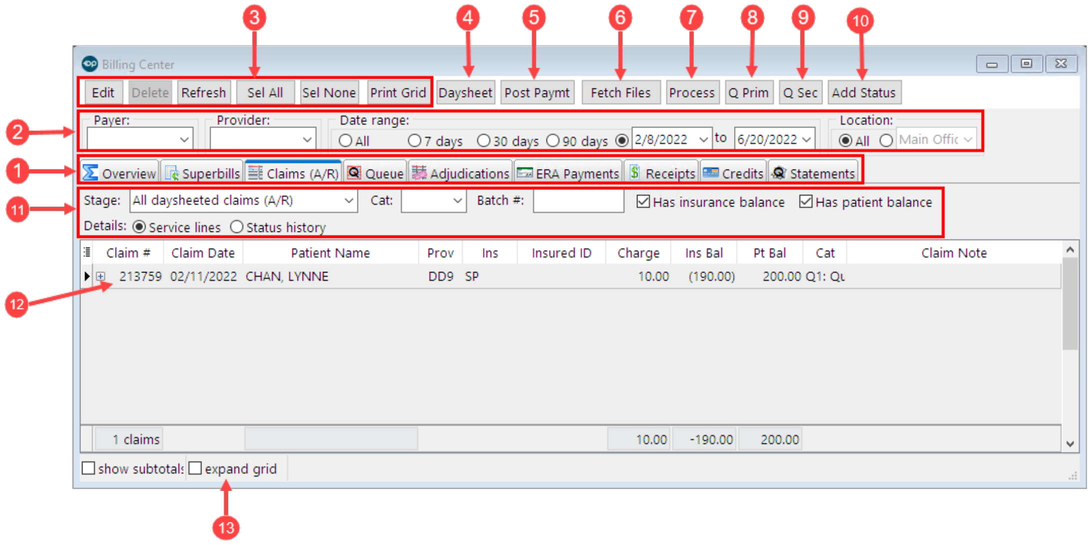
*This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.*

About Billing Center: Claims (A/R) Tab

Path: Billing tab > Billing Center button > Claims (A/R) tab

The Billing Center is the one-stop location in OP where claims are tracked. It lets you view claims from the time they are created until the time they are paid.

The Claims (A/R) tab handles current, open, paid, and queued claims.



Billing Center: Claims (A/R) Tab Map

Number	Section	Description
1	Billing Center Tabs	The Electronic Billing Center contains the following tabs: • **Overview** • **Superbills** • **Claims (A/R)** • **(Transmit) Queue** • **Adjudications** • **ERA Payments** • **Receipts** • **Credits** • **Statements (Queue)**

2	Scope	The Scope selections determine the data available in the Claims (A/R) grid. All of the Scope options listed in this panel are available for use in the Claims (A/R) tab.
3	Function buttons	The Function buttons change based on the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Refresh, Select All (items), Select None, and Print grid.
4	Daysheet button	The **Daysheet** button opens the Process the DaySheet window, which sets the parameters and processes the daysheet.
5	Post Payment button	The **Post Payment** button opens the patient's Payments form.
6	Fetch Files buttons	The **Fetch Files** button sends out a request to the clearinghouse to retrieve any payer reports that are available. These reports will vary depending on the clearinghouse and on the individual insurance carrier
7	Process button	The **Process** button processes any reports that have been received.
8	Queue (Q) Primary	The **Q Primary** button moves the selected claim(s) to the Transmission queue for submission to the primary payer.
9	Queue (Q) Secondary	The **Q Secondary** moves the selected claim(s) to the Transmission queue for submission to the secondary payer.
10	Add Status	The **Add Status** button adds an entry for the status history of the selected claim.
11	Display Criteria	The Display criteria display the claims in the Claims (A/R) grid based on the claim stage, category, and batch number.
12	Claims + A/R grid	The Claims (A/R) grid displays the claims based upon the display criteria selections and the columns selected to include in the grid. Columns can be included/excluded by using the column selector button .
13	Expand Grid checkbox	The Expand Grid checkbox expands and collapses the categories within the Superbills grid.

Version 20.16

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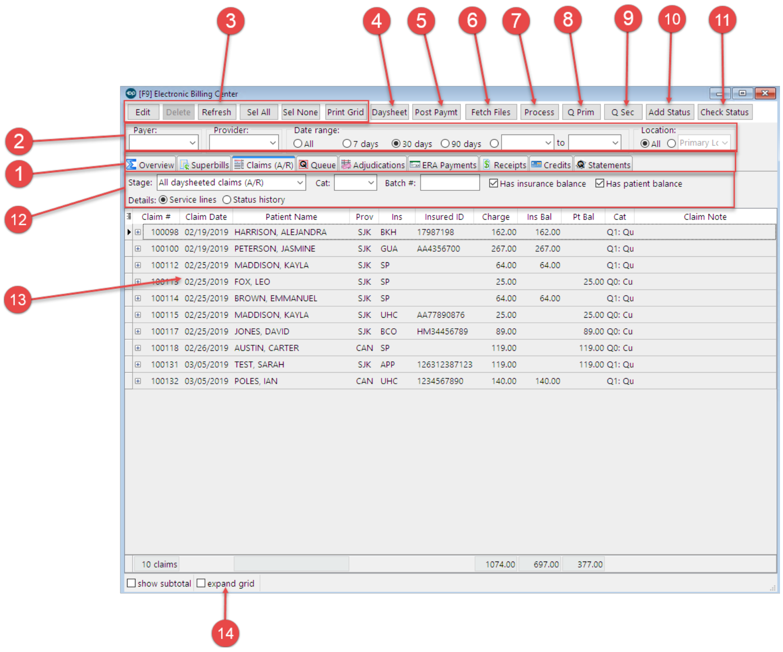

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2	Scope	The Scope selections determine the data available in the Claims (A/R) grid. All of the Scope options listed in this panel are available for use in the Claims (A/R) tab.
3	Function buttons	The Function buttons change based upon the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Select All (items), Select None, and Print grid.
4	Daysheet button	The **Daysheet** button opens the Process the DaySheet window, which sets the parameters and processes the daysheet.
5	Post Payment button	The **Post Payment** button opens the patient's Payments form.
6	Fetch Files buttons	The **Fetch Files** button sends out a request to the clearinghouse to retrieve any payer reports that are available. These reports will vary depending on the clearinghouse and on the individual insurance carrier
6	Process button	The **Process** button processes any reports that have been received.
8	Queue (Q) Primary	The **Q Primary** button places selected claim(s) in a queue for submission to the primary payer.

9	Queue (Q) Secondary	The **Q Secondary** places selected claim(s) in a queue for submission to the secondary payer.
10	Add Status	The **Add Status** button adds an entry for the status history of the selected claim.
11	Check Status button	The **Check Status** button checks the claim status with the payer.
12	Display Criteria	The Display criteria displays the claims in the Claims (A/R) grid based upon the claim stage, category, and batch number.
13	Claims + A/R grid	The Claims (A/R) grid displays the claims based upon the display criteria selections. Claim information includes claim number, claim date, patient name, provider, insurance, insured ID, charge, insurance balance, patient balance.
14	Expand Grid checkbox	The Expand Grid checkbox expands and collapses the categories within the Superbills grid.