Print Proof of Timely Filing

Last Modified on 05/04/2021 2:53 pm EDT

Version 14.19

Path: Clinical, Practice Management, or Billing tab > Patient Chart > Disclosures

About

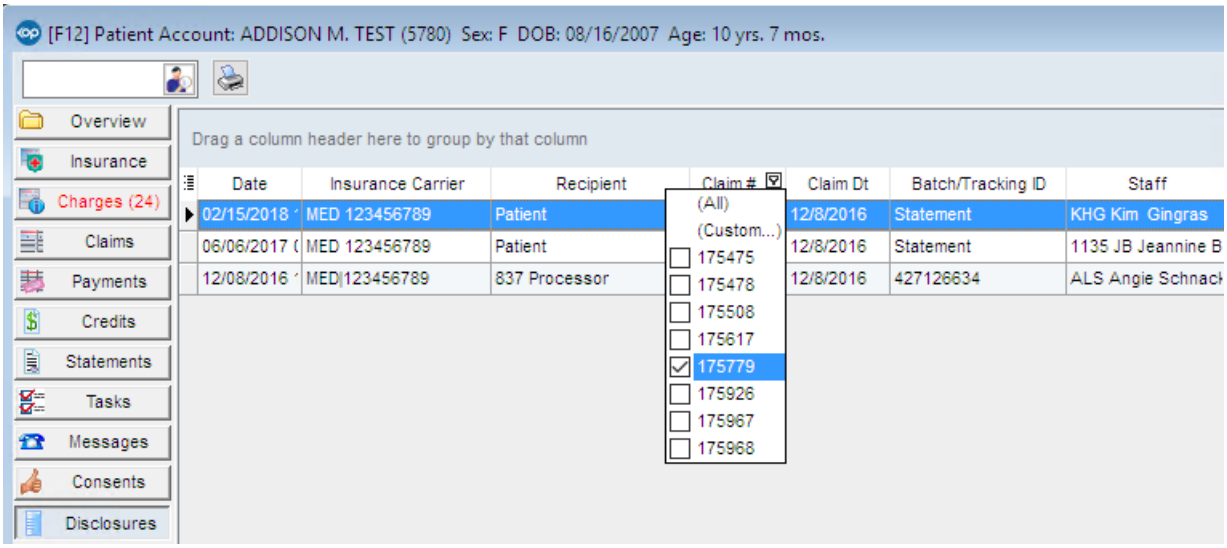
Proof of timely filing is printed from the Disclosures section of the Patient Chart.

1. Navigate to the Disclosures section of the Patient Chart.
2. Click the filter icon in the**Claim#** column header.
3. Select the checkbox for the claim number(s) for proof of timely filing.
4. Click the filter icon in the**Recipient** column header.
5. Select the checkbox for **Insurer** or **837 Processor** for Paper/Electronic claim submission.
6. Click the **Print** button to print the information for timely filing.

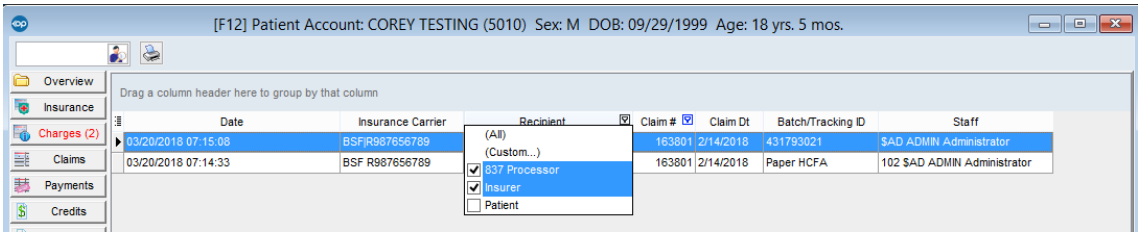
Version 14.10

To Print from the Disclosures tab for Proof of Timely Filing:

1. Select the **Acct** button in the smart toolbar to open the Patient Account window.
2. Search for and select your patient.
3. Click the **Disclosures** tab.
4. Select the filter icon in the**Claim#** column header.
5. Select the checkbox for the effected claim number(s) for proof of timely filing.



6. Select the filter icon in the Recipient column header.
7. Select the checkbox for Insurer or 837 Processor for Paper/Electronic claim submission.



8. Click the **Print** button to print the information for timely filing.