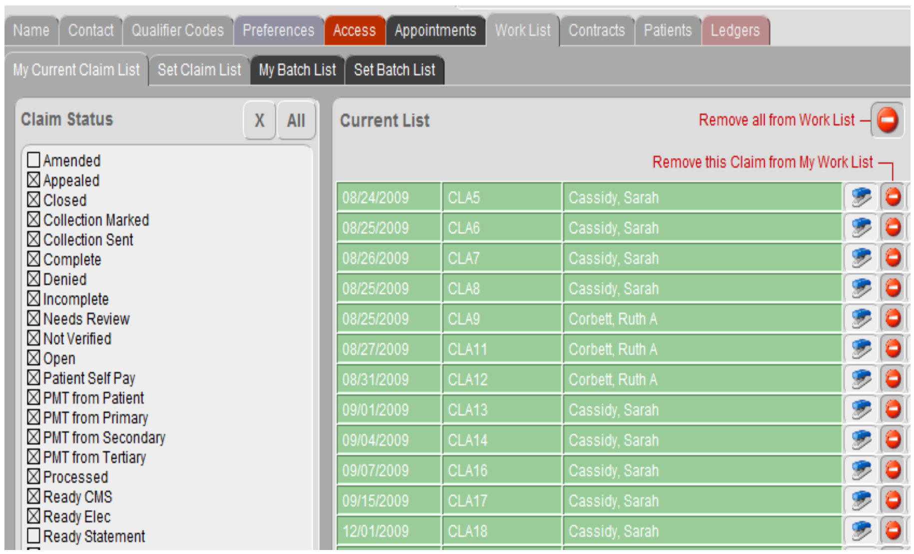
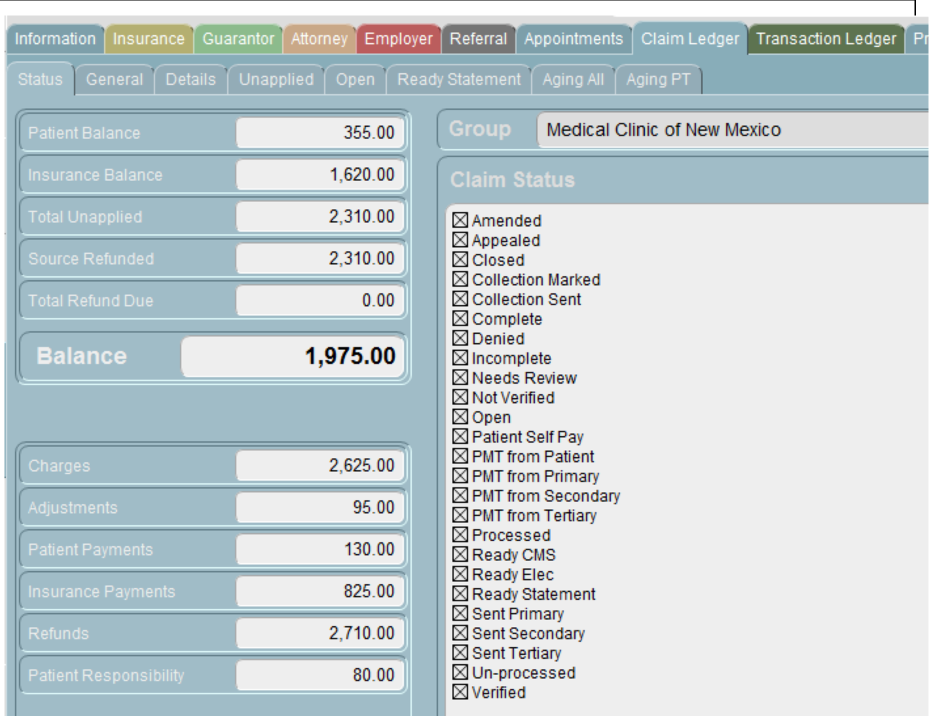
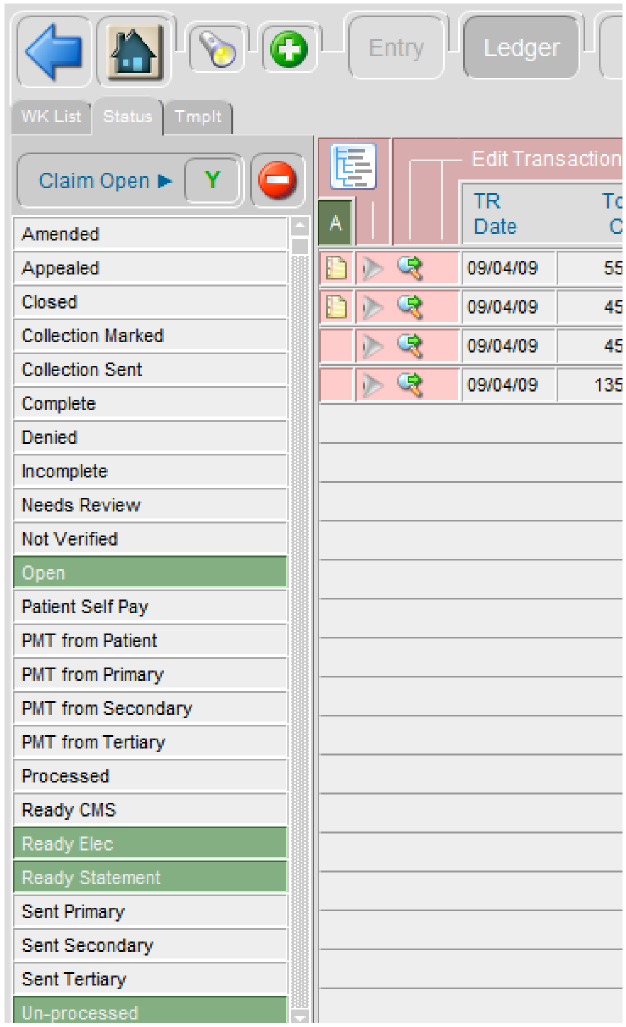
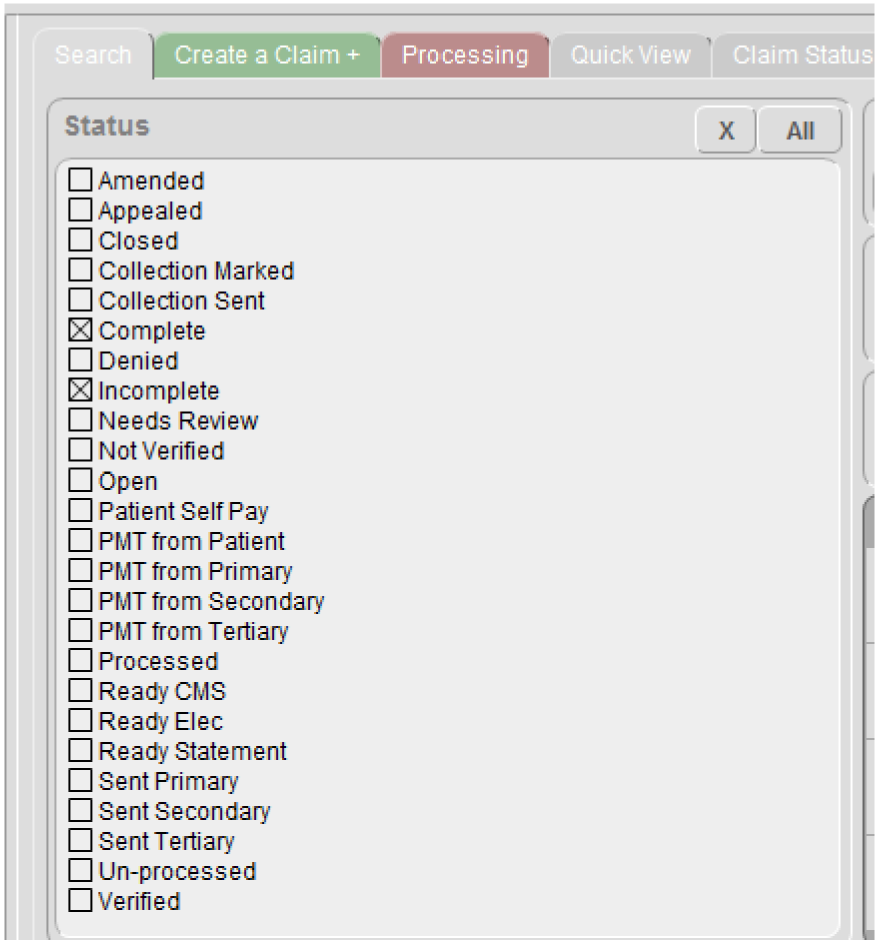
Claim Status

Claim Status selections are used for doing more refined but quicker searches:

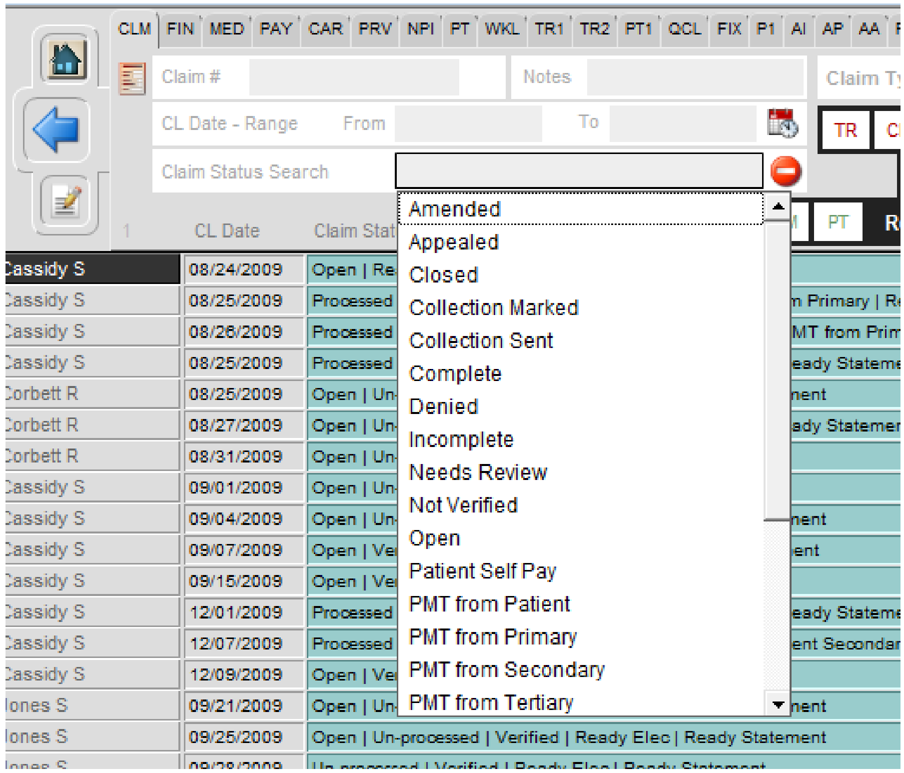
<table>
<tr>
<td>On the Provider/Team menu, Work List tab</td>
<td>
</td>
</tr>
<tr>
<td>On the Patient menu, Claim Ledger tab, Status tab</td>
<td>
</td>
</tr>
</table>

Updating a claim on the **Status** tab in the **Entry** or **Ledger** screens



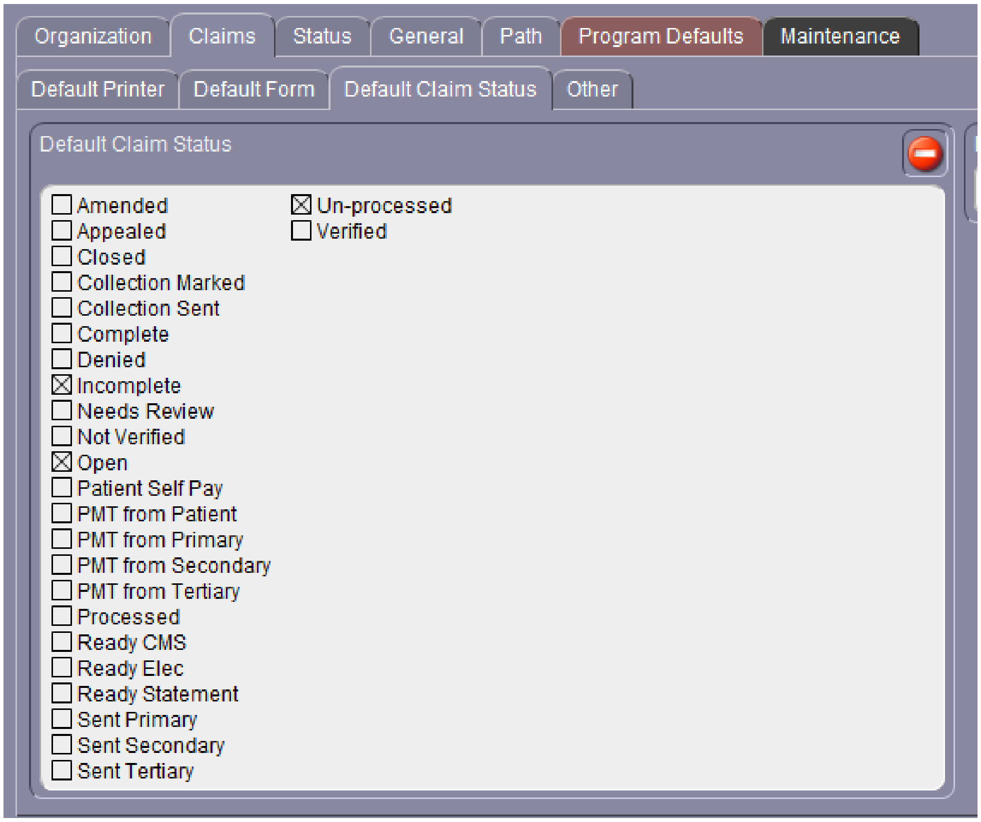
On the **Claims/Invoices** menu, **Search** tab	

Searching for claim (s) in the **Claim Query**

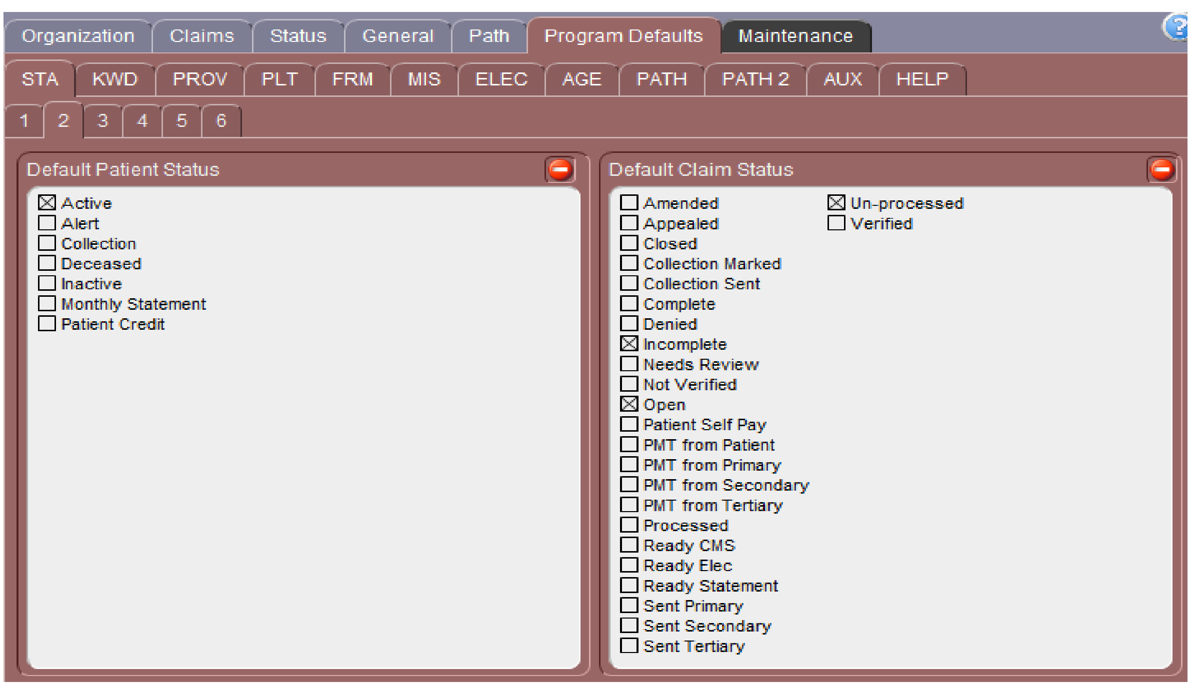


You may add your own custom claim status (see below). However, you want to be specific about adding additional claim statuses and try not to overlap too much, thus defeating the purpose of isolating the searches.

- Every claim when created has default statuses that are automatically selected. These were set up in the **Preferences** menu, **Claims** tab, **Default Claim Status** tab as the users defined defaults for a new claim.

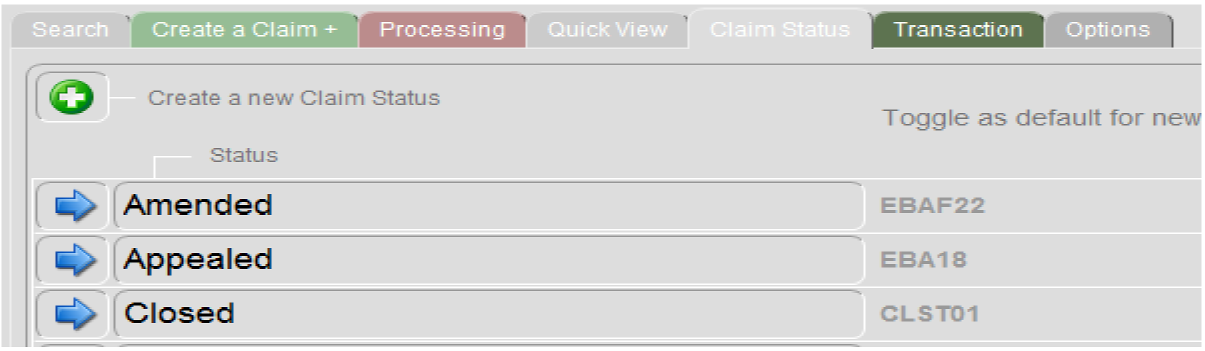


- On a system level the default status are selected from the **Program Defaults** tab, **STA** tab, **2** tab.

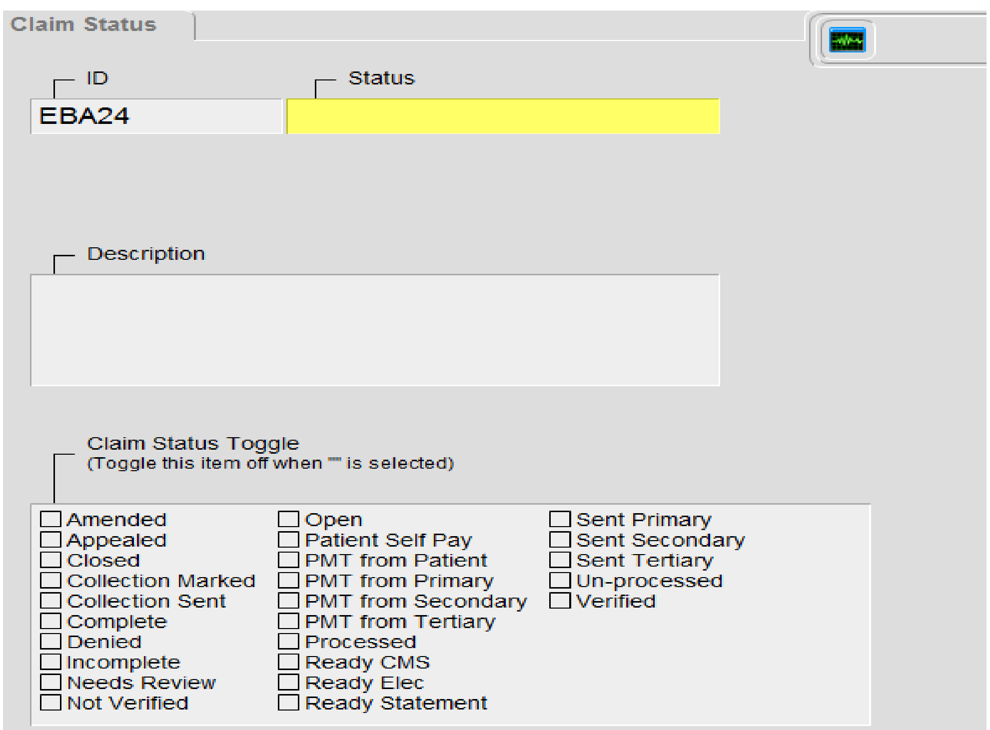


Creating a New Claim Status

- To create a new Claim Status go to the **Claims/Invoices** Menu and select the **Claim Status** tab.
- Click the green plus icon labeled "**Create a new Claim Status**."

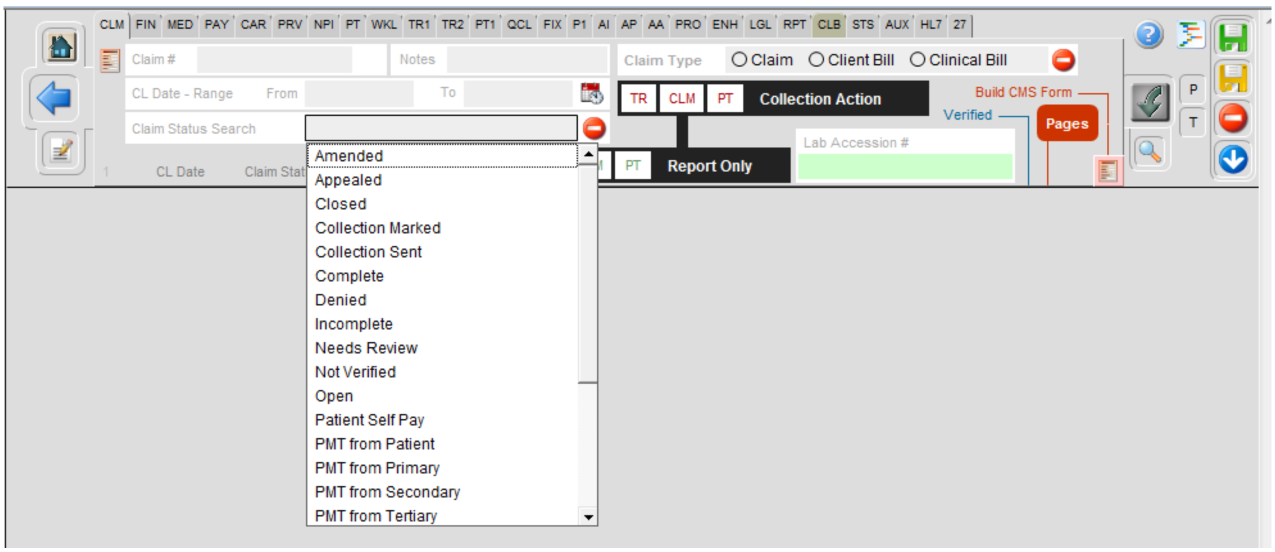


- Enter the "Status" name; keep it short. Then enter the "Description" of the claim status.
- You can choose to toggle off another status when this newly created status is selected by selecting the other status in the "Claim Status Toggle" field.

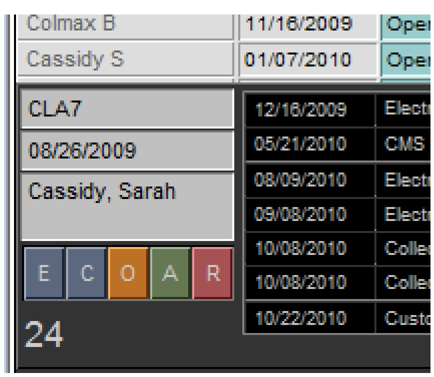


Searching for Claim Status in the Claim Query

- Select the **Reports** menu and click the **Claim Query** button. Select the **CLM** tab to do a search by "Claim Status".
- Clear the query by clicking the red minus icon on the right.
- Click the drop down in the "Claim Status Search" field and select the status to search.
- Click the blue down arrow to the right to perform the query and find the claims with that status.



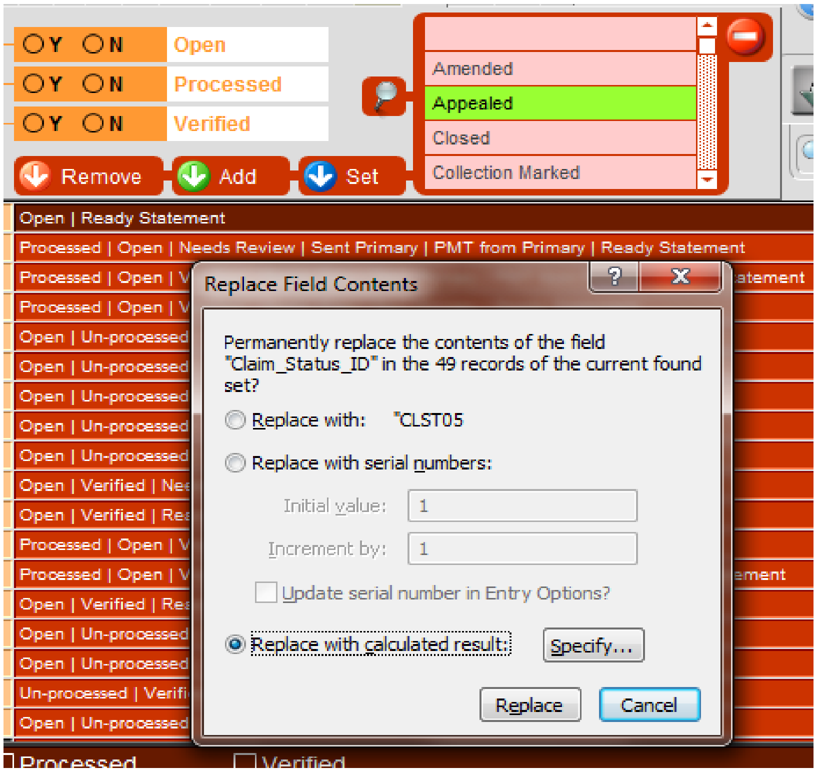
- You can extend and add other claim statuses by clicking the "Claim Status Search" drop down again, making your selection and then clicking on the "**E**" to extend the claims to include that additional claim status.



Replacing, Adding and Removing Claim Statuses

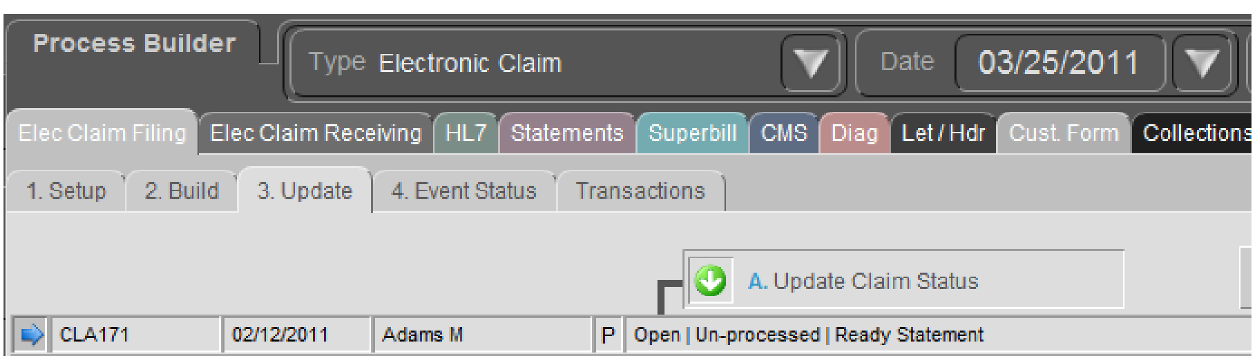
Important: These functions will change the statuses on ALL claims in the current found set of the current query. You can replace, add and remove statuses from claim records in batch. Use care when selecting claims and statuses to update as it cannot be undone!

- Select the **Reports** menu and click the **Claim Query** button. Then select the **STS** tab to update the Claim Status.
- From a previously found set of claims, clear the status box by clicking on the red minus icon. You will see the green highlight disappear. Then choose which status you would like to **Remove**, **Add**, or **Set**. The status you selected will highlight green.
- You will need to confirm that you want to change the Claim statuses with your selection. Click **Replace** to update, or **Cancel** to leave the statuses unchanged.

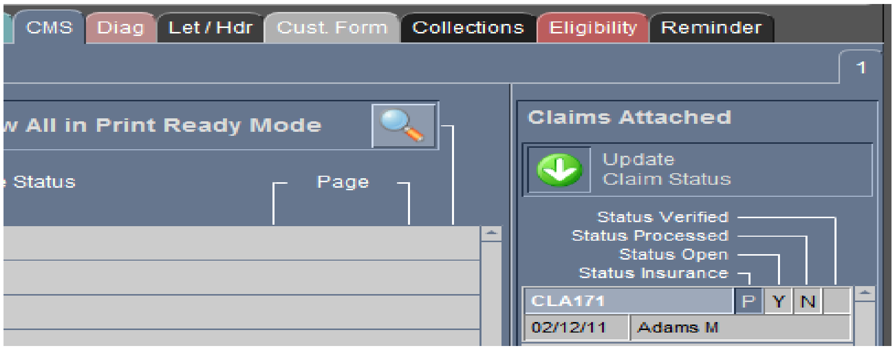


Auto updates for Claim Status

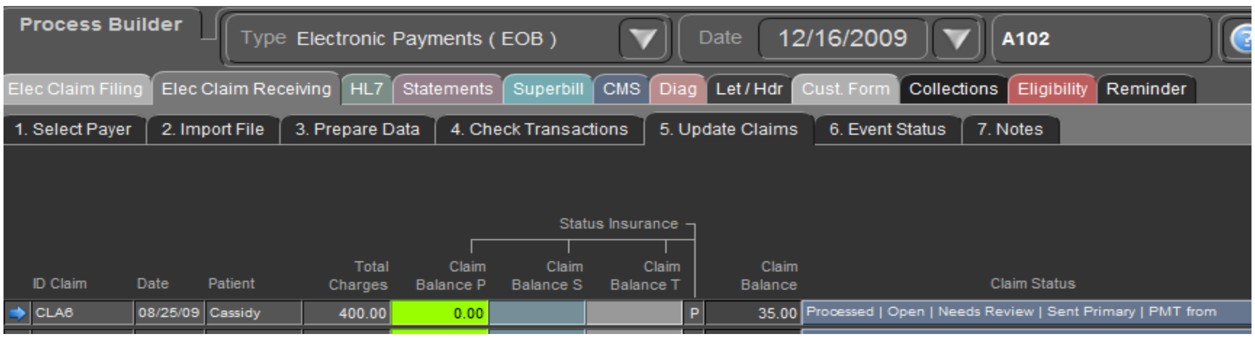
- Claims are automatically updated by clicking a specific Update button or tab during some processing events in Easy Billing Professional including:
    - Claims batched electronically on the **3. Update** tab using the "**A. Update Claim Status**" icon.



    - Claims batched for CMS 1500 printing with the "**Update Claim Status**" icon,



- ERA auto payment posting, using "**5. Update Claims**" tab,



- From the **Claim Query**, collection statuses are updated automatically when any of the Collection Action reports are created.