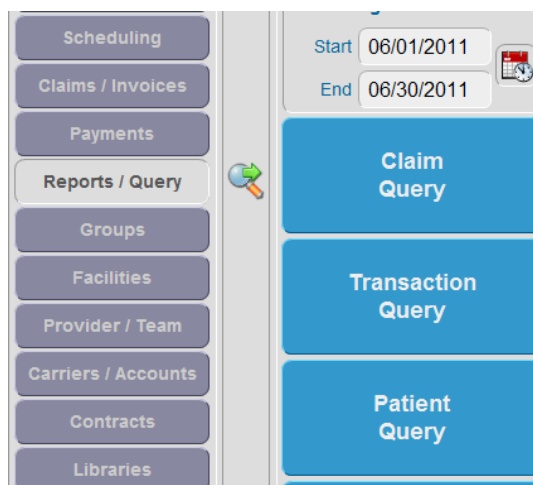




Ready Statements

1. The “Ready Statement” is used to isolate and send specific claims for a patient. It is most commonly used when claims have been sent to collections which will not be resent to the patient. You must manually select the “Ready Statement” status for each claim in order for the claim to be included in the search. The balances on the “Ready Statement” are specific to the claims included and do not include previous balances.
2. Go to the **Reports/Query** menu. Select **Claim Query**.



3. Select the **CLA** tab.

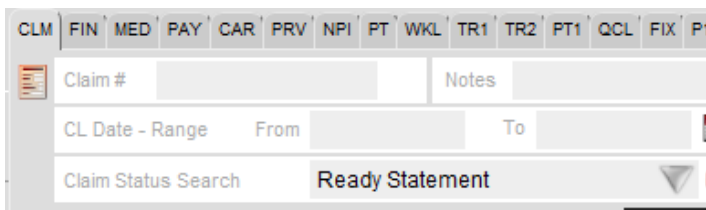
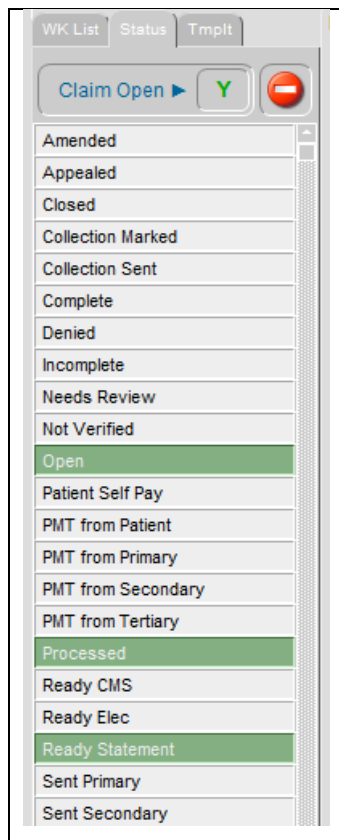


4. Click the red minus to clear the query (on right of screen).



Patient Statements by Claim Status “Ready Statements”

5. On the “Claim Status Search”, select “Ready Statement”. You will have to select manually the “Ready Statement” status for each claim in order for the claim to be included in the search.



6. Click the blue down arrow icon on right to perform the search



7. Click on the “P” to go to the Patient Query screen.

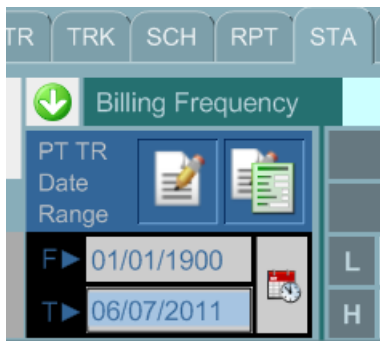


8. Select the STA tab.

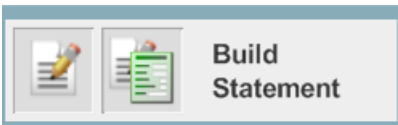
Patient Statements by Claim Status “Ready Statements”



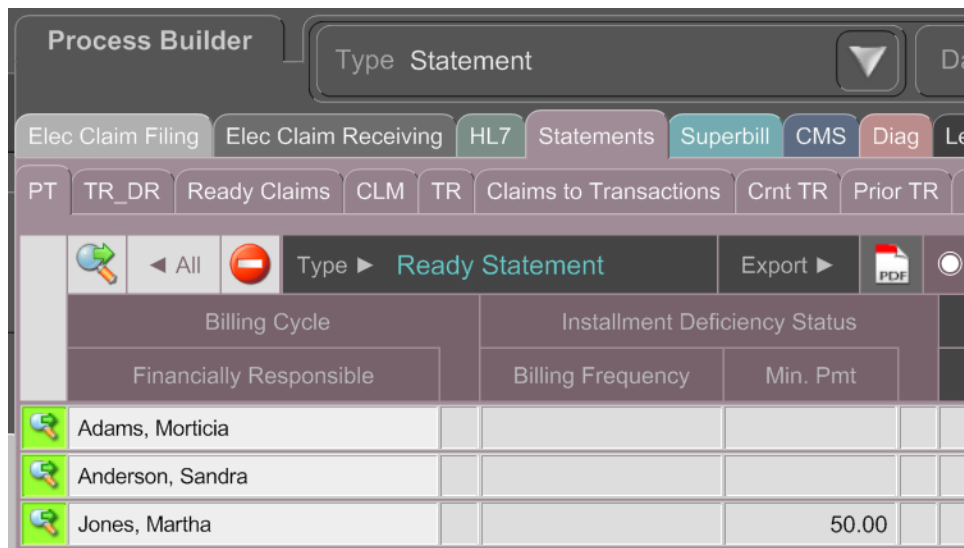
- Change the “To” date in “PT TR Date Range” today’s date, which will be the statement date. The “From” date is not used for this statement.



- Click the Ready Claim Statement with Claim Summary icon under “Build Statement” (report with green paper). For Patient Statements in date order, click the Ready Claim Statement by Date icon (no green paper).

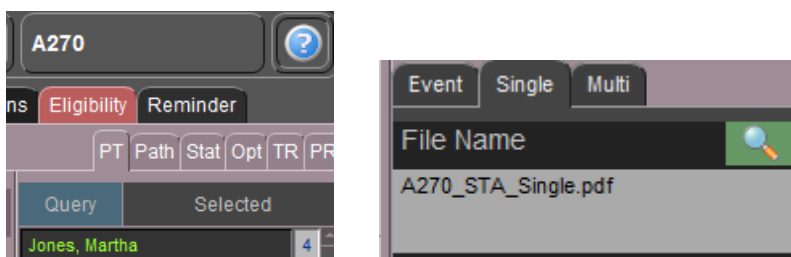


- The **Statements** tab of the Process Builder will appear. Click the PDF Icon next to “Export” to create the PDF file to print.



Patient Statements by Claim Status “Ready Statements”

- The files will be on desktop, or in whatever path was specified in the “Default Statement” field in the **Provider/Team** menu, **Preferences** tab. The file name is shown in the top right corner of your screen, in this case “A270”.
- Return to your desktop. You will see two files, i.e. A270_Multiple.pdf and A270_single.pdf, if you have both single page and multiple page statements.
- To view or print the Single and Multi PDF files, click on the **Path** tab on the right of the **Statements** tab. Then, click the **Single** tab or the **Multi** tab in the bottom right of the screen. Click the Magnifier Glass icon to view and print the PDF file.



The date the statement was sent to the patient will appear in the patient information page and on the Processing tab.

Billing Cycle	4	Billing Freq.	Monthly	Minimum Payment	
Last Stmt.	Wed, Apr 13, 2011				D

Go to This Processing Event		View This Patients Statement		View This Letter	
Date	Processing Type	Processing Status	Letter / Form Title		
03/31/2011	Statement				

When a claim is closed, the status “Ready Statement” is automatically unchecked.

Patient Statements by Claim Status "Ready Statements"

