

# Easy Billing Professional Check List

---



## CHECK LIST

(some features may vary if using a previous version, please stay current)

### Send Claims Electronically

- Go to "Claims" menu > "Processing" tab
- Under "Quick Process" click "Elec Claims"
- Review claims to see if any need to be removed
- Click "Build" icon next to "B. Build File" to create file (# in upper right)
- Go to clearing house and upload file
- Return to Easy Billing Pro click "A.Update Claim Status" icon on "3. Update" tab
- Click "View in Claim Query" to create a report of uploaded file
- Go to "Reports" tab "Summary & Sort" choose "Carrier" first then "Patient", Report Format choose "Claim Balance" or "Selected Insured Claim", Choose "View Report" icon then Print

There is a Quick Report "Status (Ready Elec)" on the Reports / Query menu > Claim tab where the claims can be reviewed. Click "Preview" to pull up the claim or patient.