

Submit Log

Submit Log Window is used to keep track of all claims submission. It shows the date when the batches were submitted along with their system or user defined batch numbers. User can also get Control number of each batch from this window. Control number is assigned by system whenever electronic submission is completed, most vendor refer this control number on reports. To keep better track of all not resolved batches user should always mark batch as resolved for which report has been received and rejected visits have been resubmitted. Submit log helps the user resubmit all the claims in a certain batch if needed.

Submit Log Find Criteria

Within Submit Log window you have the option of searching by:

- Submit Batch # – Batch number of submission.
- Vendor – Name of Electronic Vendor
- Submit Type
 - Paper – Select this to find Paper submission.
 - EDI – Select this to find Electronic submissions.
 - Pending – Select this to find pending submissions.
- Resolved
 - Yes – To find submission which are already Resolved.
 - No – To find submissions which are not Resolved.
 - All – To find all, resolved and not resolved submissions.
- Submit Date – To find submission for a specific date.
- Submitted By – To find submission done by specific user.

Required Fields	Hot Keys
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • B– Submit Batch # • O – Vendor • Y – Submitted By • R – Retrieve All • V – Visits Button • U – Visits Summary Button • F – Find Button • D - Details Button • P – Print Button • H – Help Button • X – Exit Button

Buttons:

Visits: Will take you to Batch Resubmit Window. Batch Resubmit window lists all visits submitted in selected batch. From this window user can fix claims and resubmit.

Visits Summary: Will takes you to Visit Summary window. In this window you can see breakdown of all visits of selected batch/vendor by Practices.

View LOG: Will show actual claims file in ANSI format which were submitted to vendor.

Find: The find button will find all of the claims in the submit bucket for the selected vendor and the search criteria, if specified.

Details: Will take you to bath detail window, where you can check selected batch Resolved.

Print: The print button will print the found data,

Help: The help button will display the electronic submit chapter of the manual.

Exit: The exit button will close the electronic submit window.