

Print Provider Claim Reports

Last Modified on 04/05/2019 11:11 am CDT

When you process claims, you print claim reports as part of that process. Another option for printing these reports is the Print Provider Claim Reports feature. You can also use this feature to re-print claim reports if your print jobs are interrupted during claims processing for any reason. When printing claim reports with the Print Provider Claim Reports feature, you can set a specific processing date and time, which allows you to target recently processed claims for which reports did not print.

1. Click the **Claims** menu and select **Print Provider Claim Reports**. The Print Provider Claim Reports window opens.

Print Provider Claim Reports

Filter By Claim Month: March 2019

Filter By Monitor

Claim Type:
 All Claims
 Only Claims that have been Changed

Payment Type
Provider is paid by:
 Check
 Direct Deposit

Select Date Range
All Providers with Processing Date on/after:
04/01/2019 09:45 am

Source:
 KIDS (Internet) Providers
 Scannable Form Providers
 Manual Claim Providers

Print Order:
Provider Name
Provider ID

Reports:
 Print CIF for March, 2019 #: 1
 Print Meal Totals Report #: 1
 Print Office Error Report
 Print Provider Error Letters
 Don't print provider error letters if there are no errors.

Letter Format:
Short Version

Start Printing from Letter: End Printing with Letter:

Print **Cancel** **Close**

2. Click the **Filter By Claim Month** drop-down menu and select the claim month for which to print provider claim reports.
3. Check the **Filter By Monitor** box to filter by a specific monitor. Then, click the corresponding **drop-down menu** and select the monitor to which to filter.
4. In the Claim Type section, select the type of claims to print.

- **All Claims:** The system will print all claims that match the other filters you select.
 - **Only Claims That Have Been Changed:** The system will print only those claims you have manually adjusted.
5. Check the **Payment Type** box to filter reports by provider payment type. You can select **Check** or **Direct Deposit**.
 6. Check the **Select Date Range** box to set a specific processing date range. Then, click the corresponding **Date** and **Time** boxes to set the processing date and time. For example, if you were processing claims on April 1st at 9:45AM and your claim reports did not print, select 04/01/2019 in the first box, and enter 9:45am in the second box. This will print the claim reports associated with claims processed for that date/time.

7. In the **Source** section, check the box next to each source that applies. The system will only print those claims that match the source(s) you select here. You can choose from the following:
 - KIDS (Internet) Providers (KidKare)
 - Scannable Form Providers
 - Manual Claim Providers

Note: Direct Entry claims are considered Scannable Form claims.

8. In the **Print Order** section, click each drop-down menu and select the primary (first menu) and secondary (second menu) sorts for the report. The claim reports will print in the order you set here.
9. In the **Reports** section, check the box next to each report to print. All

reports are checked by default. To not print a report, clear the box next to the report to exclude.

- If you print the **CIF**, click the **For** drop-down menu and select the month for which to print it.
- If you print the Office Error report and the Provider Error Letter, click the **Letter Format** drop-down menu and select **Short Version** or **Long Version**.

10. Check the **Don't Print Provider Error Letters if There are No Errors** box to print reports only for providers who have claim errors.
11. Click the **Start Printing From Letter** and **End Printing With Letter** boxes and enter a starting and ending letter for the batch. For example, if you enter A in the Start box and C in the End box, only providers whose last names start with A, B, and C are printed. This allows you to print claim reports for certain batches of providers.
12. When finished, click **Print**.
13. Click **OK** at the confirmation prompt. The reports are sent to your printer.

Note: Click **Cancel** to interrupt the print process at any time. This stops Minute Menu HX from printing more claim reports, but you may also need to manually clear any backlog of reports from your print queue.