

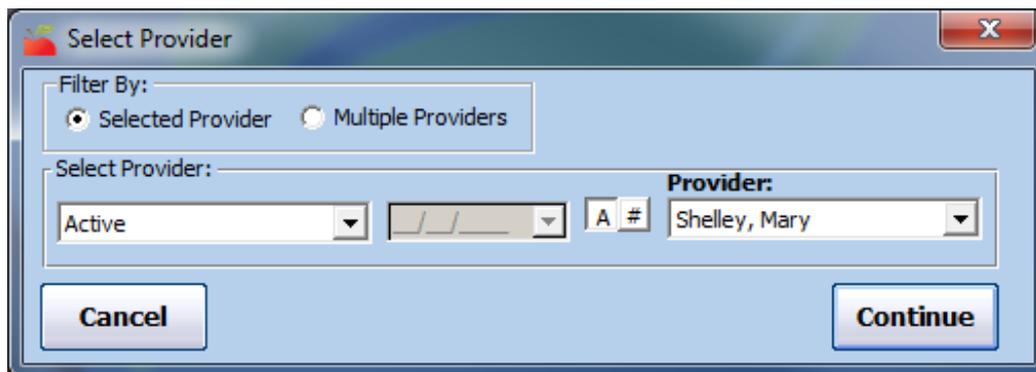
Print the Provider Error Letter

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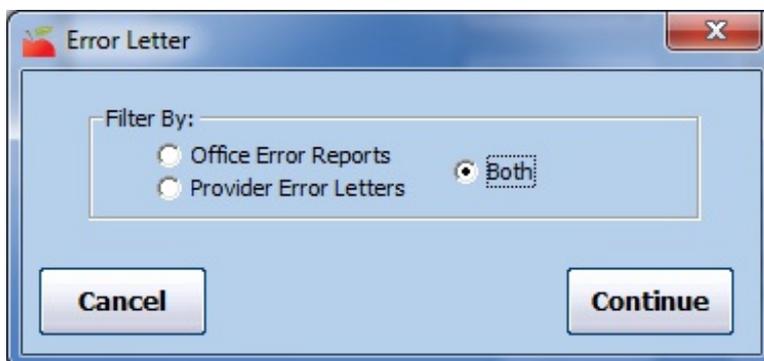
If you need to print an Office Error report for an individual provider, you can do so from the Reports menu or from the Claim Details window. If you need to print this report for a batch of providers, you can also print it with the **Print Provider Claim Reports** function.

To print this report from the Reports menu:

1. Click the **Reports** menu, select **Claim Data**, and click **Claim Error Report** or **Claim Error Report - Long Version**. The Select Provider dialog box opens.
2. Click the **Provider** drop-down menu and select the provider for whom to print the report.



3. Click **Continue**. The Select Claim Month drop-down menu opens.
4. Click the **Select Claim Month** drop-down menu and select the claim month for which to print the report. The Error Letter dialog box opens.



5. Select **Provider Error Letters**. If you also need to print the Office Error Report, select **Both**.
6. Click **Continue**. The report (PDF) is generated.

To print this report from the Claim Details window:

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. Click the **Claim Month** drop-down menu and select the claim month to view. You can also filter to specific providers, if needed. For more information, see **List Claims** .
3. Click **Refresh List**.
4. Click **Details** next to the claim to view. The Claim Details window opens.
5. Click **Claim Errors** (to the right). The Choose Letter Format dialog box opens.

Claim Details - Claim Mode (Single Claim)

Provider: Cordova, Anna 001239
Status: Current Tier 2 Lo
Claim Source: Scannable Forms - Sponsor

Claim Month in View: 11/18
Submission in View: Current
Processed Date: 12/06/2018
Payment Date: Not Paid

	Tier 1	Tier 2	Totals
Breakfast:	0	3	3
AM Snack:	0	0	0
Lunch:	0	0	0
PM Snack:	0	0	0
Dinner:	0	0	0
Evening Snack:	0	0	0
Attendance:	0	3	3
Participated:	0	1	1
Total Federal \$:	0.00	1.44	1.44
Total State \$:	0.00	0.27	0.27
Total Amount \$:	0.00	1.71	1.71

Days Attend:

Buttons: Adjust Claim, Holds, Meal History, **Claim Errors**, Meal Counts, Delete Claim, Close

6. Select **Short Version** or **Long Version**.
7. Click **Continue**. The Error Letter dialog box opens.
8. Select **Provider Error Letters**. If you also need to print the Office Error Report, select **Both**.

9. Click **Continue**. The report is generated.
