

Transmitting Claims to Relay

Run **Appointment Exceptions Report**. (Reports, Appointment Reports, Appointment Exceptions)

Open appointments which resulted in an encounter will need to be billed.

Run **Unbilled Claims Report**. (Reports, Billing Reports, Unbilled Claims Report)

- Uncheck “unstaged claims only.”
- Choose the option to interact instead of print or view so you can check the claims right from the report.

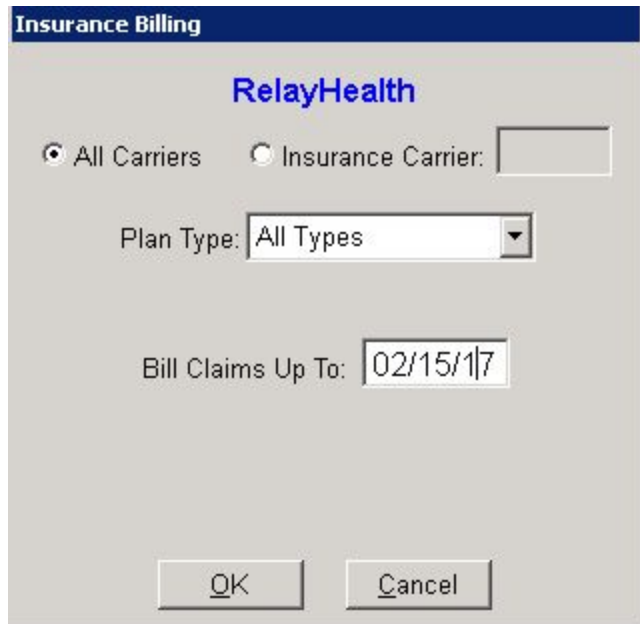
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From Toolbar, click on Billing, Bill Insurance.

From Bill Insurance window, click on Bill



From Bill Insurance window, choose All Carriers, Choose All Types from drop-down box and enter date you want to bil up to. Remember to review bills for coding accuracy before submitting. Click OK.



The screenshot shows a dialog box titled "Insurance Billing" with a blue header bar. Below the header, the text "RelayHealth" is displayed in blue. There are two radio buttons: "All Carriers" (which is selected) and "Insurance Carrier:" followed by an empty text input field. Below this, there is a "Plan Type:" label and a dropdown menu currently showing "All Types". Further down, there is a "Bill Claims Up To:" label and a date input field containing "02/15/17". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

You should receive a pop up message that claims have successfully transmitted. A **Transition Report** box will appear. Click **View** and review for accuracy. After closing out of the Transition Report, a **Claims Edit Report** box will open. Choose **Print**.