Training 5: Sending Claims & Reviewing Clearinghouse Reports

Time: 60 Minutes

Audience: Billers, Billing Managers, & Kareo Account Administrators

Pre-requisite: Training 4

Training Policy: Due to the limited number of live sessions, if you are unable to attend, please cancel your registration at least 24 hours in advance. Registration for all sessions closes 24 hours before the start time. If no one shows up five minutes after the session starts, the class will be canceled and will need to be re-scheduled.

Here's What You'll Learn

Overview

This session demonstrates how to submit and effectively manage the claims process. You'll learn how to submit claims electronically, print them to paper (if necessary), find and review clearinghouse reports, resolve and resubmit claim rejections, and more.

Objectives

- Review Track Claim Status Window
- Send E-Claims
- Print Paper Claims
- Review Clearinghouse Reports
- Manage Claims

Outline

Introduction
- Training Overview
- Review Login Instructions

Track Claim Status
- Find Claims
- Review Claim Status Buckets

Submit Electronic Claims
- Send Claims
- Filter Options

Print Paper Claims
- Perform "Test" Print
- Filter Options
- Print Claims

Clearinghouse Reports
- Find/Review Clearinghouse Reports
- Correct and Resubmit Claims
- Mark Report as Reviewed

Next Steps
- Watch for EOBs and ERAs belonging to claims created in Kareo
- View Training 6: Payment Posting E-learning Module
- Contact CSC/AM to register for your one-time, live, one-on-one Payment Posting Training