## **Sending Batches - Claiming Medical**

All done billing? Great! The next step is to send these batches off. To get started head to **Claiming**, then select **Claiming Medical**.



There are a few different **Types** that a batch can have, depending on what has been billed.

Туре
Medicare
IMC - Agreement
PC - S/F
Veterans

- Medicare
- Veterans
- IMC (Inpatient Medical Claims) Scheme or Agreement
- PC (Patient Claims) Store and Forward or Real Time

## No matter the type of batch, they all follow the same simple process to be sent off.

## **Actions Menu**

Before we get started on sending the batch, here is a handy guide to accessing the options for a batch. This will be used at all stages of the batches life cycle, from **Open** to **Payment Received.** 

Patient	Fund	Action
		~
TEST, Bill	BUP	~
TEST, Bill		~
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As shown above, there are two ways to access this menu:

- 1. Left click on the downward arrow in the Action column.
- 2. Right click **anywhere** on the batch line itself.

Both of these methods will display the same menu.

## **Sending a Batch**

To send a batch; first the batch must have the status of **Closed**, this can be seen in the **Status** column.



In the case of a **Medicare** or **Veterans** batch, the status may be **Open.** An **Open** batch means that if you bill any more invoices of the same type, they will be added to this batch. A **Medicare** or **Veterans** batch can hold up to 80 invoices before it will automatically **Close.**  In a case like this, you will have to access the Actions Menu as seen above, and select Close.



Once a batch is **Closed**, simply access the **Actions Menu** once more and select **Send Batch**.

View Batch Details
Apply Payment
Send Batch
Edit Payment

All done! You will notice the status of your batch will first change to **Queued** as it is getting ready to go. Then it will become **Sent** should you refresh the page or come back to it a bit later.