


# [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.

- **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.**

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## **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**.



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.

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## **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**.



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.