

# Set a Provider's Claim Source

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A provider's claim source is the method a provider uses to record claim information. There are three claim sources in Minute Menu HX:

- Online (KidKare)
- Scannable Forms
- Manual Claims

Setting a claim source for each of your providers in Minute Menu HX can help you track incoming claim paperwork. However, this can also impact your ability to change provider passwords for KidKare. The claim source you set here display in the Track Received Claim window by default. If you change the provider's claim source in that window, you are prompted to change the claim source stored in the provider's file.

To set a provider's claim source:

1. Click the **Providers** menu and select Provider Information. The Provider Information window opens.
2. Click the **Provider** drop-down menu and select the provider to update.
3. Click the **Claim Source** drop-down menu and select the provider's claim source.
  - If you select Online, you can also change the provider's KidKare password.
  - If you select Scannable Forms, you can also select the menu type: Attendance Menus, Bubble Menus, or Full Month Attendance (Direct Entry).
4. Click **Save**.

**Provider Information** ✕

Select Provider: Provider:

Active A # Shelly, Mary Enroll Provider

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**General** | Contact | Licensing | Tiering | Meals | Other | Shelly, Mary 998894 Active

**Provider Identification:**

\* Name:     
First MI Last

\* Provider ID:    
 Alternate ID:  State ID:

DOB:  SSN:    
 Group:  Gender:

**Ethnicity:**

Hispanic/Latino  Not Hispanic or Latino

**Race:**

American Indian / Alaska Native  Black or African American  Native Hawaiian / Pacific Islander  White

**Business Info:**

Advertised Name:

Business Name:

Business Tax ID:

Paycheck Addressee:

**Comments:**

**Claim Source:**  **Menu Type:**

Login ID:  Password:

Welcome Message Sent:

**Sponsor Personnel:**

Monitor:  Enrolled By Initials:

**Claiming Status:**

Current Status: Active

**CACFP Contract Info:**

Current CACFP Agreement Date:  Pre-approval Date:  First Claim Month Allowed:

Current CACFP Expiration Date:  Pre-approval Expiration Date:  First Claim Received:

\*Original CACFP Start Date: