

Print the Provider Claim Totals Report

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The Provider Claim Totals report lists all provider claims and includes meal counts and other data for that claim. The claim's Tier and the provider's current Tier (per effective dates in their file) are also included on this report.

Note: Claims that are on hold when this report is generated are not included in the report.

Each claim record is listed with its appropriate submission batch (Submitted Date). If a claim is marked as Not Yet, the claim has not been marked as submitted. If a claim is an adjustment claim, the value in the Status column is Adjustment. There can be as many adjustment claims for a given provider for a given month, but there should only be one original (core) claim.

The last page of this report contains summary total information, including the Total Homes Claiming and Total Unique Claims fields. These values will be different if a provider has more than one claim record in the given claim month.

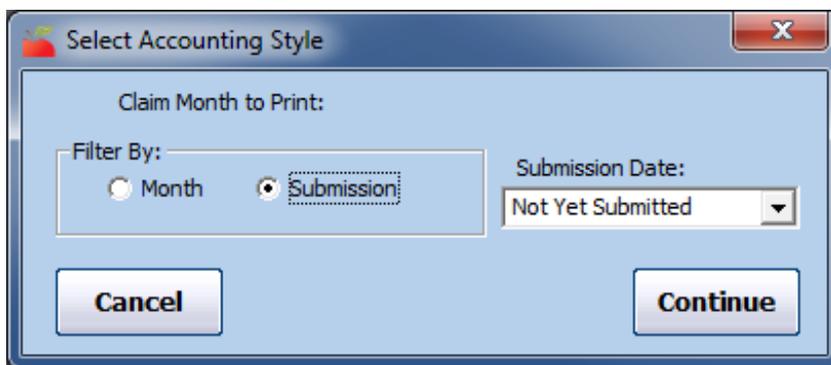
The Total Zero-Dollar Homes Claiming field is also listed on the final page. While these providers are included in the Total Homes Claiming count, they should not be counted when reporting to the State, as your agency is not eligible for administrative funds for these providers. Subtract this number from your Total Homes Claiming when reporting a claiming home count to the State.

To print the Provider Claim Totals report:

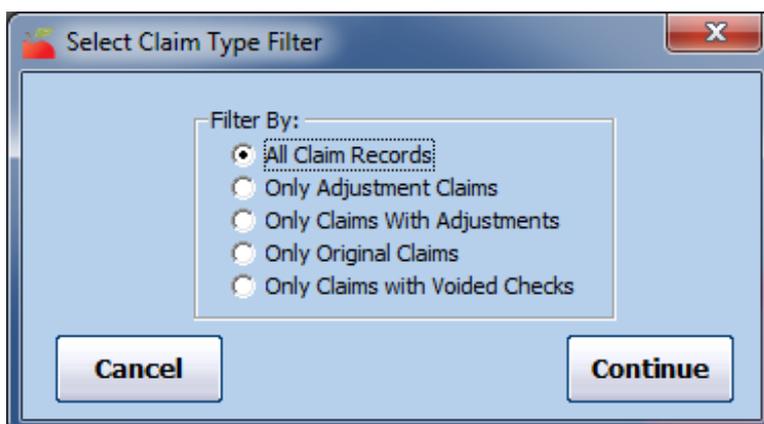
1. Click the **Reports** menu, select **Claim Management**, and click **Provider Claim Totals Report**. The Select Month dialog box opens.

Notes: You can also print this report from the List Claims window. Click the **Claims** menu and select **List Claims**. Then, click **Print**. You can also click the **Claims** menu, select **Submit Claims to State**, and then click **Print Provider Claim Totals**. If you use this method, go to **Step 7**.

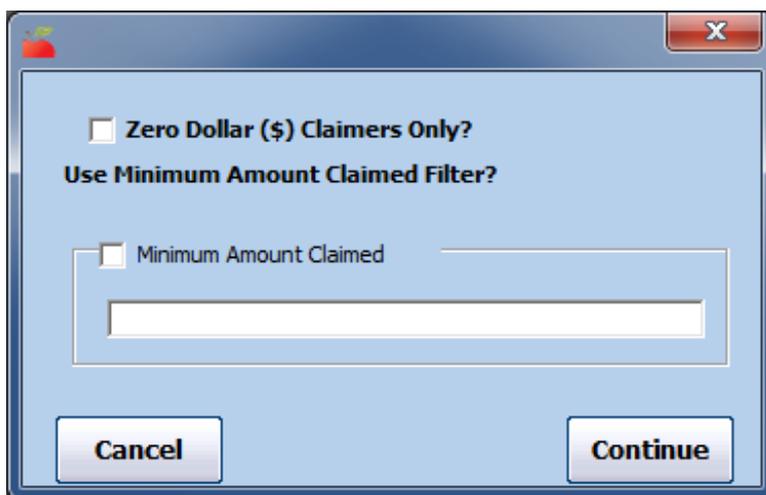
2. Click the **Select Month** drop-down menu and select the claim month for which to print the report.
3. Click **Continue**. The Select Accounting Style dialog box opens.



4. In the **Filter By** section, select **Month** or **Submission**. If you select **Month**, go to **Step 7**.
5. Click the **Submission Date** box and **All Submission Batches** or **Not Yet Submitted**. Not Yet Submitted is the default.
6. Click **Continue**. The Select Claim Type Filter dialog box opens.
7. Select the claim type by which to filter. In most states, this would be **All Claims Records**.



8. Click **Continue**. The Provider Filter window opens. If you are printing this report from the Submit Claim to State window, go to **Step 11** (the Provider Filter window does not display).
9. Set additional filters for the providers to include in this report, if needed. If you don't set any filters here, all providers are included in the report.
10. When finished, click **Continue**.
11. You can now filter by claim dollar amounts, if needed. This can be useful if you're trying to isolate zero-dollar claimers (the entire claim was disallowed when processed). However, you should typically leave these filtering options un-changed when retrieving your state claim report information.



The screenshot shows a dialog box titled "Provider Filter" with a blue background. At the top left is a small red icon, and at the top right is a red "X" button. The main content area contains two checkboxes: "Zero Dollar (\$) Claimers Only?" and "Use Minimum Amount Claimed Filter?". Below the second checkbox is a text input field labeled "Minimum Amount Claimed". At the bottom of the dialog box are two buttons: "Cancel" on the left and "Continue" on the right.

12. Click **Continue**. The Provider Nested Sort Order dialog box opens.
 13. Click the **First Sort By** and the **And Then By** drop-down menus and select the primary and secondary sorts for this report.
 14. Click **Continue**. The report is generated.
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