Print the Non-Claim Payment Adjustments Report

The Non-Claim Payment Adjustments report provides a list of all non-claim payment adjustments you have entered.

1. Click the **Reports** menu, select **Payments**, and click **Non-Claim Payment Adjustments Report**. The Select Provider dialog box opens.
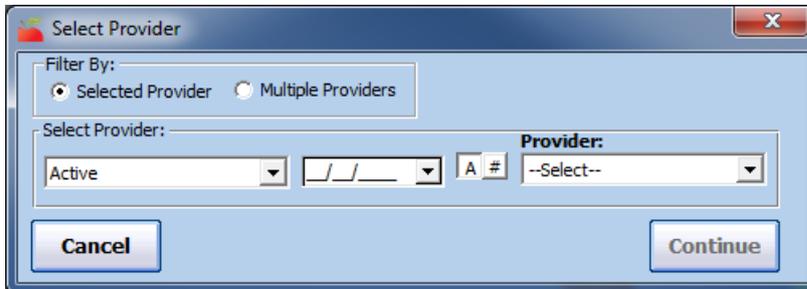
2. In the **Filter By** section, select **Selected Provider** or **Multiple Providers**.
   - If you select **Selected Providers**, click the **Provider** drop-down menu and select the provider for whom to print the report.
   - If you select **Multiple Providers**, click **Continue**. The Provider Filter window opens. Set filters, as needed. Continue to **Step 3**.

3. Click **Continue**. The Select Dates dialog box opens.
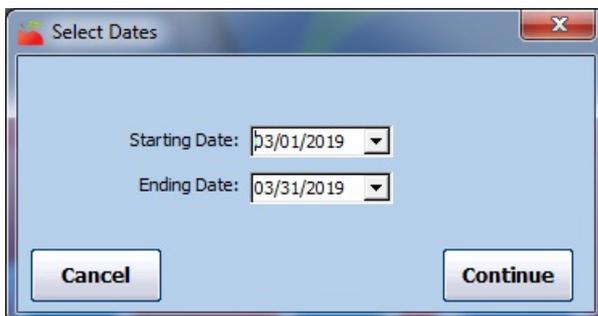
4. Click the **Starting Date** and **Ending Date** boxes and enter a date range for this report.

5. Click **Continue**.
   - If you are printing this report for a single provider, the Adjusted Payments Report dialog box opens. Go to **Step 8**.
   - If you a re printing this report for multiple providers, the Nested Sort Order dialog box opens.

6. Click the **First Sort By** and the **And Then By** drop-down menus and select the primary and secondary sorts for the report.

7. Click **Continue**. The Adjusted Payments Report dialog box opens.

8. Select **All**, **Paid**, or **Not Paid**.

9. Click **Continue**. The report (PDF) is generated.