Print the Non-Claim Payment Adjustments Report

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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.

🍯 Select Provider			X
Filter By: Selected Provider	C Multiple Providers		
Select Provider:	▼	Provider:	•
Cancel			Continue

- 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.

Select Dates	x
Starting Date: 33/01/2019	
Ending Date: 03/31/2019 💌	
Cancel	Continue

- 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.

🖌 Adjusted Payr	nents Report	x
	Filter report by C All C Paid C Not Paid	
Cancel		Continue

- 8. Select All, Paid, or Not Paid.
- 9. Click Continue. The report (PDF) is generated.