

Claim List Export File

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The Claim List Export File is useful when you need to find a specific claiming situation, especially in the case of an agency review or audit. For example, the State may request a list of providers who are:

- High claimers (over \$1000)
- Claiming their own children
- Claiming dinners or evening snacks
- Claiming Saturdays and Sundays

While you may need to print this report several times to create several different files that meet the criteria, and then combine them into one file. This is because the Claim List Export File filter cannot perform OR actions—it can only perform AND actions.

To generate the file:

1. Click the **Reports** menu, select **Claim Management**, and click **Claim List Export File**. The Provider Filter window opens.
2. Check the box next to each filter that applies, and then select the criteria. To include all providers, leave all boxes blank.
3. Click **Continue**. The Claim Filter window opens.

Claim Filter

Include Claims matching the below criteria:

Claim Month: Starting Month: [] Ending Month: [] Original Claim in Batch: []

Reimbursement Amount: [] And Over And Under

Claimed Child Types: Helpers Child, Not Related/Day Care Child, Own Child, Provider's Foster Child, Related, Non-Resident

Claim Source: Manual Entry - Sponsor, Online, Scannable Forms - Sponsor

Claim Menu Type: Attendance Menu, Bubble Menus, Full Month Attendance

Claimed Meal on or between: Start Date: [] & End Date: []

Claimed Meals: Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack

Claimed Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Claim Tier: Tier 1, Tier 2 Hi, Tier 2 Lo, Tier 2 Mixed

Tier 1 Reason: Census, Income, School

Review Conducted: Yes No

Output Options: Monthly Claim Totals Individual Claims

Claim Error:) No Errors, 1) The same food was served twice in the same meal, 2) A specific food combination has been detected, 3) The food is not recommended for children of the given age, 4) The food cannot be served at the given meal, 5) The food is not approved as given meal component or a vegetable, 6) The food cannot be served to children of the given age. Must have all selected errors Can have any selected errors

Cancel **Continue**

4. Check the box next to each filter to apply, and then select the criteria. Note that if you do not at least filter to a claim months, all claim months are included. To filter to one, specific month, select the same month in the **Starting Month** and **Ending Month** boxes.
5. Click **Continue**. The Select Output Data for Claim List Export window opens.
6. Check the box next to each field to include in the report. You can also click **Select All** to select all fields.
7. Click **Continue**. The Save As window opens.
8. Browse to the location in which to save the file.
9. Click **Save**.