# Print the Providers Not Claiming Report

The Providers Not Claiming report lists all providers who were active in a given month, but who did not claim or who did not record any meals. It includes the following information:

- Provider Name
- Provider ID
- Provider Phone
- Child Count
- Monitor
- CACFP Original Start Date
- Last Claim
- Status
- Removal Date

Use this report to identify providers who are not actively claiming with you. You can use the resulting list as a contact list to call those providers and find out why they aren't claiming, or you can update their status in HX.

To run this report:

1. Click the **Reports** menu, **Claim Management**, and select **Providers Not Claiming Report**. The Provider Filter window opens.

   > **Note:** You can also click **Claims** and select **Track Received Claims**. Then, click **Providers Not Claiming**.

2. Check the **Status** box, and then check the **Active** box.
3. Set additional filters, as needed.
4. Click **Continue**. The Select Dates dialog box opens.
5. Click the **Starting Date** and **Ending Date** drop-down menus and select dates for which to run the report. If you enter a date range that covers more than one month, it lists providers who did not claim during any of the months within that range.
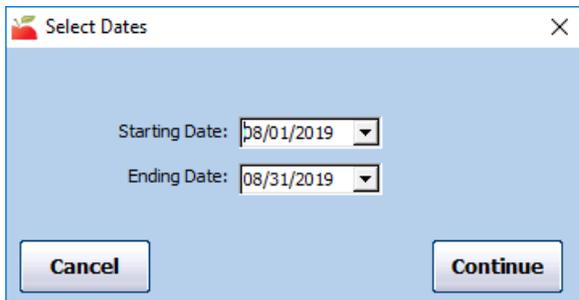


6. Click **Continue**. The Meals Recorded Filter dialog box opens.
7. Select **No Claim Submitted** or **No Meals Recorded**.
8. Click **Continue**. The Provider Nested Sort Order dialog box opens.
9. Click the **First Sort By** drop-down menu and the **And Then By** drop-down menu and select the primary and secondary sorts for this report.
10. Click **Continue**. The report is generated.