

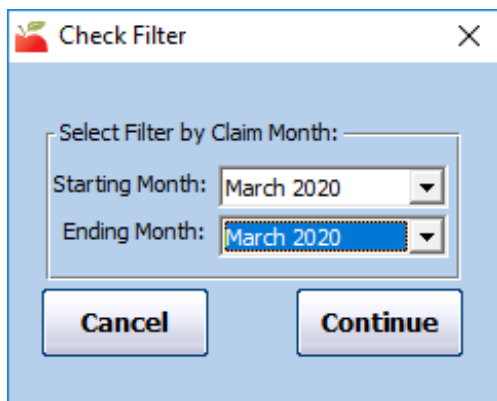
Print the Unsubmitted Online Provider Claims Report

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This report lists unsubmitted claims for those providers who claim online with KidKare. It lists those providers who have recorded meals for the claim month, but who have not used the Send to Sponsor feature in KidKare to submit their claims to you for processing. Run this report after the bulk of your claims have been processed, and use it to contact these providers and encourage them to submit their claims.

To print it:

1. Click the **Reports** menu, select **Claim Management**, and click **Unsubmitted Online Provider Claims**. The Provider Filter window opens.
2. Check the box next to each filter to use and select your filter criteria. For example, to filter by state, you would check the State box and select the state for which to run the report.
3. Click **Continue**. The Select Filter by Claim Month dialog box opens.
4. Click the **Starting Month** and **Ending Month** drop-down menus and select the claim month(s) for which to run the report. To run the report for one month only, select the same month in both fields.






5. Click **Continue**. The Provider Nested Sort Order dialog box opens.
6. Click the **First Sort By** drop-down menu and select the primary sort for the report. Name is selected by default.
7. Click the **And Then By** drop-down menu and select a secondary sort for the report, if needed.
8. Click **Continue**. The report is generated and displays in the Report Viewer.

**Unsubmitted Online Provider Claims
Demo Unify Sponsor HaiTest**

| Provider ID | Provider Name | Phone | Email | County | Monitor | Unsubmitted Claim Month |
|--------------------|----------------------|----------------|--------------------------------|---------------|---------------------|--------------------------------|
| 999003 | AE 1,AE | (242) 412-4214 | abc@gmail.com | | (007) Gardner,Betty | March 2020 |
| 999004 | AM,AM | (233) 333-3333 | add@gmail.com | | | March 2020 |
| 001237 | Landers,Gwen | (517) 001-1122 | mmkidkareyNQRzm@mailinator.com | | (134) bb,aa | March 2020 |
| 777777 | Nguyen,Ryan | (201) 324-3003 | ryannguyen@gmail.com | Trinity | (42) Goldman,Emma | March 2020 |

9. Export or print the report, as needed:

- Click  to export the report.
- Click  to print it. If you need to change your printer to a PDF writer, click  to update your default printer.