



How Do I View Claims Submitted Online?

For Additional Questions and Answers, visit our [FAQ](#) section

#### Steps: View Claims Submitted Online

- 1) To view, click ***View Claims Submitted Online*** on the left hand side menu on the *MyPractice* Page.
- 2) The next screen will show all claims submitted online with that username.
- 3) If desired, you may narrow the results by entering one of the following search criteria in the *Search for Existing Transaction/Claim* section:
  - Service Date Range
  - Patient/Member Name
  - Transaction Status
  - Transaction Number
- 4) To view details of a particular claim, click ***View*** to the right of the applicable claim.
- 5) To create a new claim from an existing claim, click ***Copy*** to the right of the applicable claim.

#### TIPS:

- When creating a claim from a copy, the only information required to be entered is date(s) of service, but be sure to check procedure code to ensure it is correct for the type of service performed.
- For further assistance, use the ***FAQs*** link to access ***Contact Us***.