New Portal Functionality

Beginning January 29, providers can save claims as a draft to be completed later using the HealthCare Provider Portal. If interrupted when entering a claim, this new functionality will allow you to save completed work on the claim. Once saved, return anytime to complete work on the claim.

To access this new feature, log on to the portal and go to the Claims tab. A new sub-menu of Saved Claims can be seen.



Your draft claims are listed in the Saved Claims.

		1			1	1
Request ID	Title	Claim Type	Beneficiary ID	Beneficiary Name	Last Saved Date	Action
353	DentalPageThree	Dental	1. Contract (1. Contract)		1/15/2020 11:50:24 AM	Edit/View Remov

When a claim is created, a new button will be available--Finish Later. On any given page in the claim, you must enter all required fields with valid data to save.

Continue	Finish Later	Cancel
		A

A popup window allows you to save the claim with a unique name that is up to 40 characters in length. The name field is alphanumeric and may contain special characters.



Once saved, your draft claim will remain in the Saved Claims list for 90 days. After 90 days, the claim draft will be automatically removed if the claim is not submitted or updated.

Saved Claim	X
Your claim was successfully saved. You can view your saved claims under Claims > Saved Claims. Saved Claims are only available for 90 days.	
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