

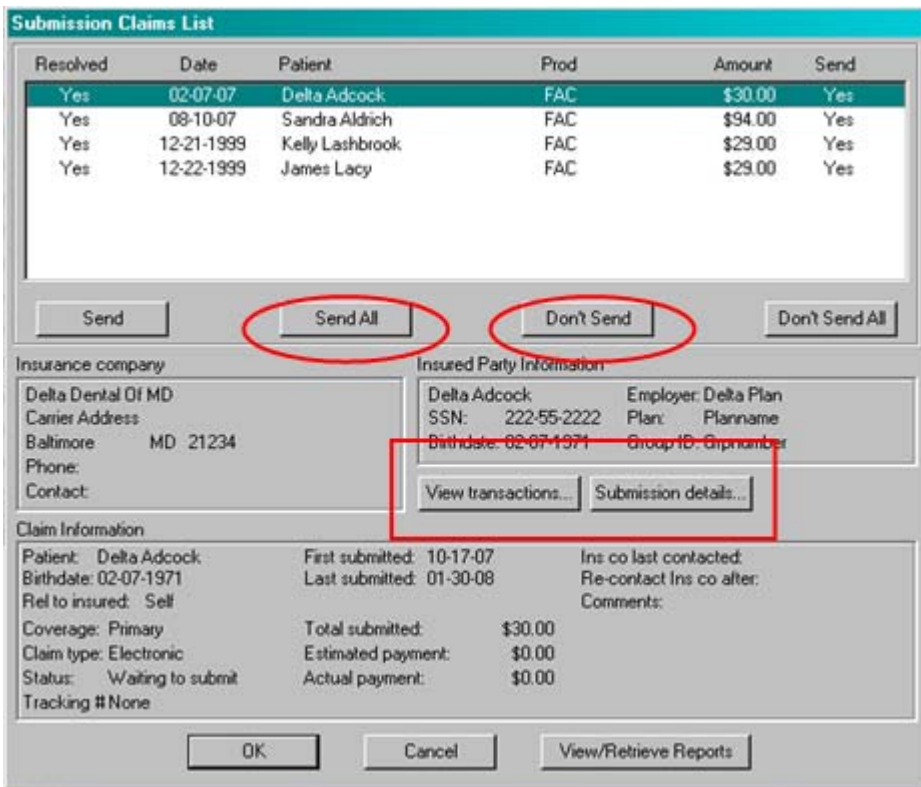
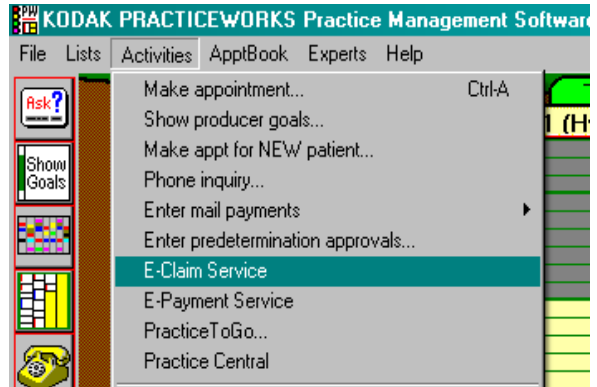
For additional assistance, contact:

PRACTICEWORKS Software Technical Support: 1-800-262-8593

Hours (excluding holidays): Monday through Thursday, 8am to 8pm and Friday, 8am to 6pm EST

To send claims after they have been batched, go to Activities → E-Claim Service.

Any claims you have marked to go electronically will appear on the Submission Claims List. On this screen, click on **“Send All”** to confirm all claims. If there is a claim that you need to stop, you can highlight it and click the **“Don’t Send”** button.



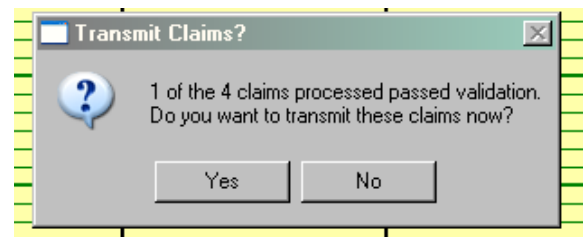
Other helpful buttons on the Submission Claims List window are:

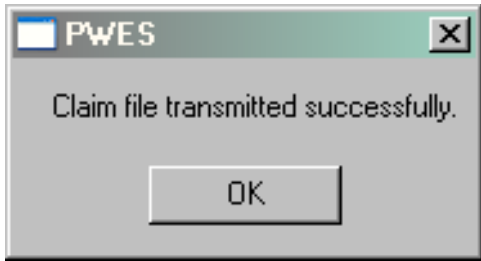
- View Transactions button that will allow you to see what transactions are on the claim.
- Submission Details button that will show you the bottom half of the insurance claim form.

After you are finished reviewing the claims and are ready to send them, click on the **OK** button.

PracticeWorks will check your claims to make sure there are no problems, errors, or missing information and will only allow you to send the claims that *don't* have a problem. Others will show up on the Validation Error Report.

PracticeWorks will then prompt you if you want to send the claims that have passed the validation process. Click **Yes** to send the claims.





Once the claims have been successfully sent, PracticeWorks will confirm that they have been sent. After clicking **OK**, PracticeWorks will prompt to view your reports that it received. Always say **Yes** to view these reports.

On the E-Services Reports list window, PracticeWorks will indicate the new reports that have been picked up by ****NEW**** next to them. Clicking the **Print All** button will send all reports to your printer. If you only need the newest reports, highlight each one at a time and click **Print**.

Once the reports have been printed, you can close the Reports window. Fix any Validation Errors indicated on the report and these claims will be ready to send the next time you transmit.

