



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 the procedure code to ensure it is correct for the type of service performed.