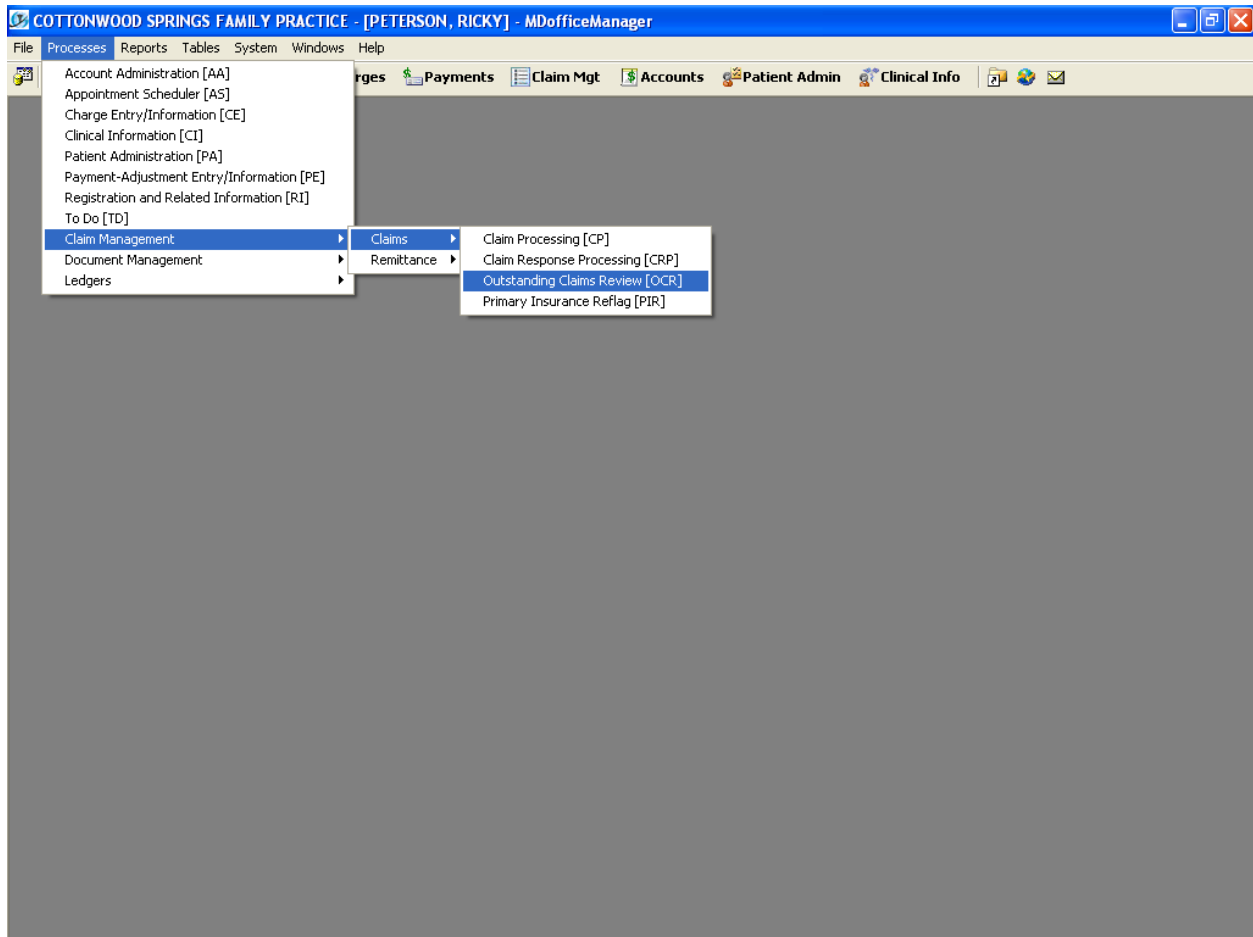


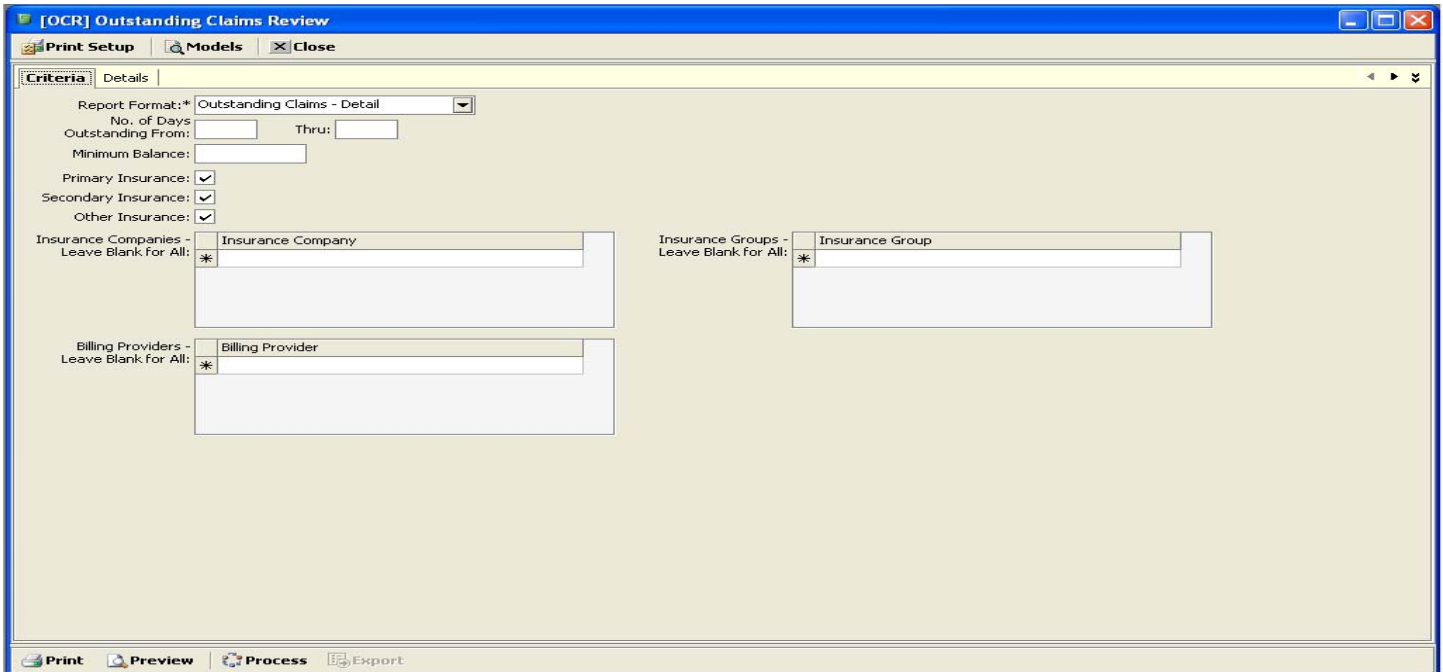
OUTSTANDING CLAIMS REVIEW (OCR)



To generate OCR Report:-

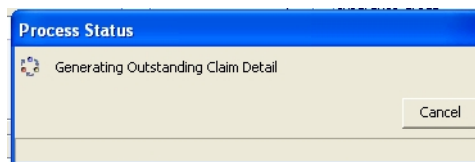
Go to processes - than Claim Management – Claims – Outstanding Claims Review (OCR)

OUTSTANDING CLAIMS REVIEW (OCR)

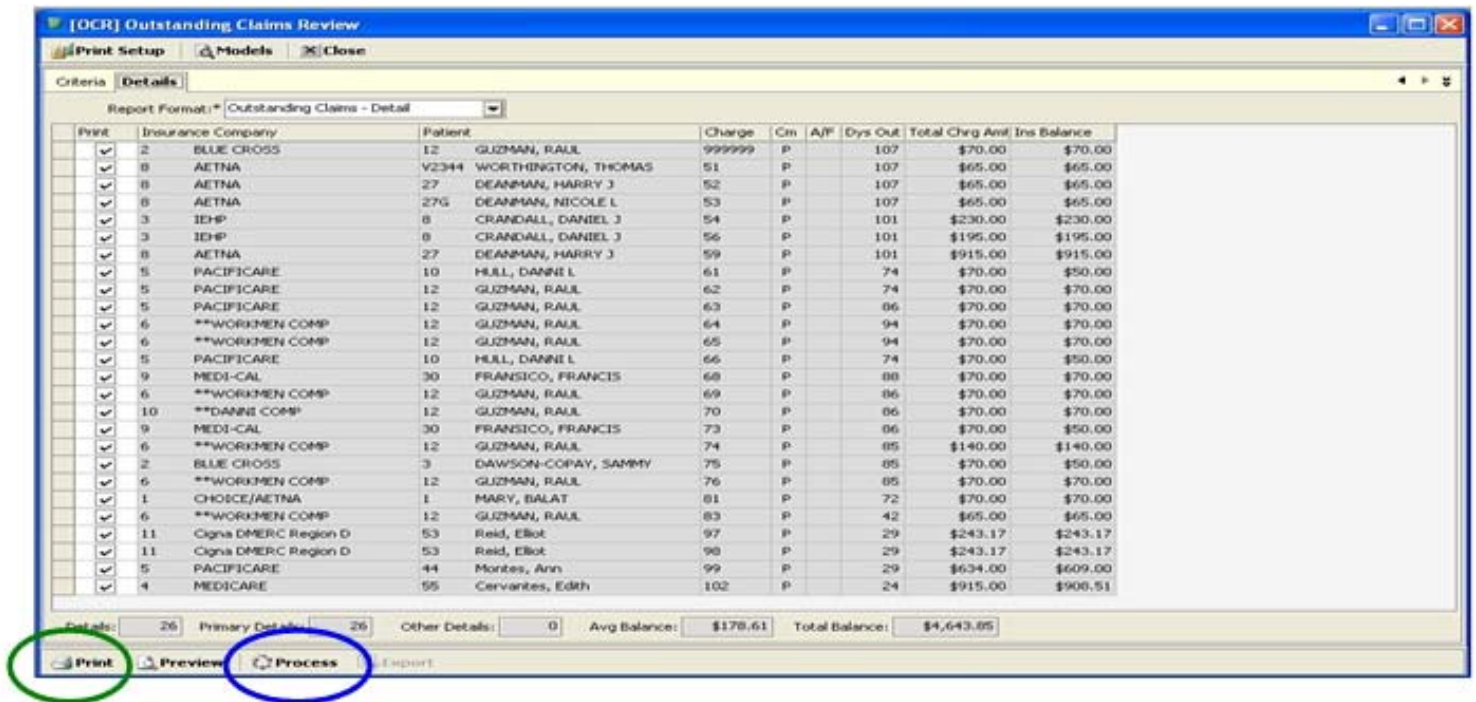


The Outstanding Claims Review will produce a list of claims that have an insurance balance based on the criteria entered.

- **Report Format:*** Outstanding Claims - Detail will default
- **No. of Days Outstanding From:** Enter the number of days outstanding, this field can be left blank for all dates
- **Minimum Balance:** Enter the minimum balance on a claim, this field can be left blank for all balances
- **Primary Insurance:** Box will be check by default
- **Secondary Insurance:** Box will be check by default
- **Other Insurance:** Box will be check by default
- **Insurance Companies - Leave Blank for All:**
- **Insurance Groups - Leave Blank for All:**
- **Billing Providers - Leave Blank for All:**
- Click on **Process** at the bottom of the screen



The above window will appear.



Details Tab

- Outstanding claims will list on the screen with Insurance Company, Patient, Charge Id, Claim Type, Appeal or Follow Up, Days Out, Total Charge Amount, and Insurance Balance information.
- To print without preview, click on the **Print** button.
- To preview before printing, click on the **Preview** button.