

Revenue Cycle Management - Process Resource Center

Procedure: 2.5 Claims Creation/Submission

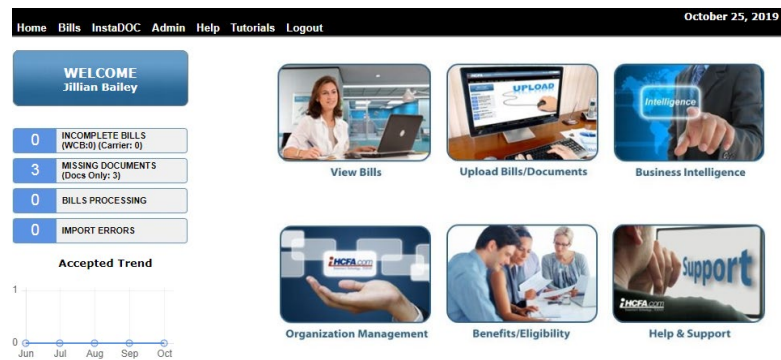
iHCFA

How to Attach documents in IHCFA.

Open a browser

Go to : WWW.IHCFA.COM

You will see a screen that looks like this : THIS IS YOUR HOME SCREEN



Incomplete bills: Are bills that are stuck for errors

Missing Documents: Claims that are missing documentation

Bills processing: Bills that are being processed out to payor

Import Errors: claims that are stuck for errors during import.

Click on Missing Documents.

Bills
Missing Documents

- 0 INCOMPLETE BILLS (WCB:0) (Carrier: 0)
- 3 MISSING DOCUMENTS (Docs Only: 3)
- 0 BILLS PROCESSING
- 0 IMPORT ERRORS

Filter Bills:
Claims Missing Only Document... Filter by Service Location Tax Id

Select All Select None Print Labels InstaDoc Upload InstaDoc Queue

What's This?

CIC	Service Location	Provider Name	Insured's ID	Patient Name	DOS	Form	Age	Label
9930464	10/23/2019							
9930465	10/23/2019							
9930466	10/23/2019							

ALL THESE CLAIMS NEED ARE NOTES *

Click on INSTA DOC upload (this allows you to put more than one note in que for ALL patients. Rather than do it one by one)

1. Click the 'Browse' button and locate the scan documents you would like upload; valid files are pdf and tif files or zip file with either two file types. If you have selected a file by mistake you can click on the X next to the file name to remove the file.

(Any uploaded files other than PDF extension will go through our conversion process which may take approx. 30 minutes to be available for InstaDoc Claim link.)

Choose File No file chosen

Remove Filename

2. Click 'Upload All files' to upload your files from your local computer to our web server. The max size of the total files is 32mb; if the file size is too large you will receive this message 'Internet Explorer cannot display the webpage'.

Upload All Files

This brings you to your current DESKTOP – allowing you to choose the saved note that you have pulled, saved in a folder from EXSCRIBE.

It will look like this:

1. Click the 'Browse' button and locate the scan documents you would like upload; valid files are pdf and tif files or zip file with either two file types. If you have selected a file by mistake you can click on the X next to the file name to remove the file.

(Any uploaded files other than PDF extension will go through our conversion process which may take approx. 30 minutes to be available for InstaDoc Claim link.)

Choose File No file chosen

Remove	Filename
X	
X	
X	

2. Click 'Upload All Files' to upload your files from your local computer to our web server. The max size of the total files is 32mb; if the file size is too large you will receive this message 'Internet Explorer cannot display the webpage'.

Upload All Files

Click upload files (this pulls all the notes attached to ihfcas QUE that allows you to attach them. After you click upload – you will be brought back to MAIN screen.

Click back on Missing documents and click INSTADOC QUE (where all the notes you uploaded are)

Filter Bills:

Claims Missing Only Document...

Filter by Service Location Tax Id

Select All Select None Print Labels

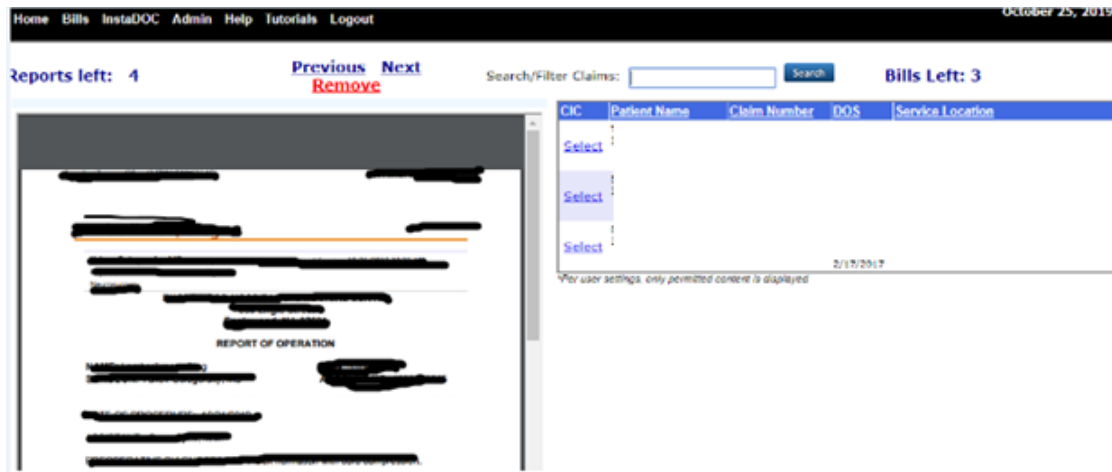
InstaDoc Upload InstaDoc Queue

What's This?

CIC	Service Location	Provider Name	Insured's ID	Patient Name	DOS	Form	Age	Lab
9930464	10/23/2019	Other WC						<input type="checkbox"/>
9930465	10/23/2019	Other WC						<input type="checkbox"/>
9930466	10/23/2019	Other WC						<input type="checkbox"/>

*Per user settings, only permitted content is displayed

After you click on INSTAQUE: You will be able to view notes and select. SEE BELOW:



You will “Click” Select this will attach the note that matches with the one you are viewing.. and save and send.

You will repeat this process for the notes you have in the que and when your list runs out you are done for the day.

Your claims have correct notes attached and are out to the payor.

THAT’S IT!