

# Part 3 – Processing A Claims File

This is the home stretch of the application and the most important part of the process. In order for the file to be able to properly bucket claim lines into their appropriate GLs, the file must be properly formatted. Please use the following format below. Column headers can remain in, but will remain unprocessed upon the export.

FILE FORMAT: CSV file (comma separated, escaped by double quotes)

COLUMNS:

- 1) Claim Number
- 2) Claim Line Number
- 3) Member ID
- 4) Member First Name
- 5) Member Last Name
- 6) Member Date of Birth
- 7) Provider ID
- 8) Provider First Name
- 9) Provider Last Name
- 10) Date of Service From
- 11) Date of Service To
- 12) Service Code
- 13) Service Code Description
- 14) Diagnosis Code
- 15) Diagnosis Code Description
- 16) Place Of Service Code
- 17) Paid Date
- 18) Paid Amount
- 19) Copay Amount
- 20) Billed Amount

To upload the file, click the SELECT button to choose the file. It is important to note that the file must be uploaded on the local network. At this time, uploading files over a VPN is not supported.