



Your Accounts Receivable Checklist

After you submit your claims, you will receive an Explanation of Benefits (EOB) from the insurer. Follow these steps to complete the claim process:

1. Full Payment for Claim

- Post the payment to the patient account.
- The claim is complete.

2. No Payment for Claim or Partial Payment

- Review insurer's adjustments.
- Make all necessary corrections.
- Resubmit the bill.
- You will receive an EOB for the *corrected* claim.

If a payment is received:

- Post the payment to the patient account.
- The claim is complete.

3. No Payment after Claim Resubmission.

- Contact the insurer for instructions, (you may need to submit an appeal.)