

Synergistic Office Solutions, Inc.

Topic: Generating secondary insurance claims
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In order to print insurance for a specific charge (service entry) you must have a split to the desired insurance policy. Generally the split to the secondary policy occurs at the time of payment by the primary carrier, when you transfer a portion of the unpaid balance to the second policy. As a result, the split to the secondary usually will be dated several weeks after the service date.

It is important to understand that OMWin selects services for inclusion in a claim batch based on the charge *split* date, not the date that the service was rendered.

In order to print the secondary, therefore, the date range entered when generating your insurance claims must include the date of the transfer. The secondary split will not be included in your selection if you specify only the date of the original service when you set your batch selection options.

You can safely and rapidly generate your claims, including all secondaries that are now billable, by specifying the date range since your last claims were done. In fact, as long as you are not including previously billed charges, you can specify "All Dates" without sacrificing any speed. Any secondaries that are now ready for billing will be included with your batch.