

“Solutions” Image Services

Claims Processing Multiple in Kofax

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Introduction

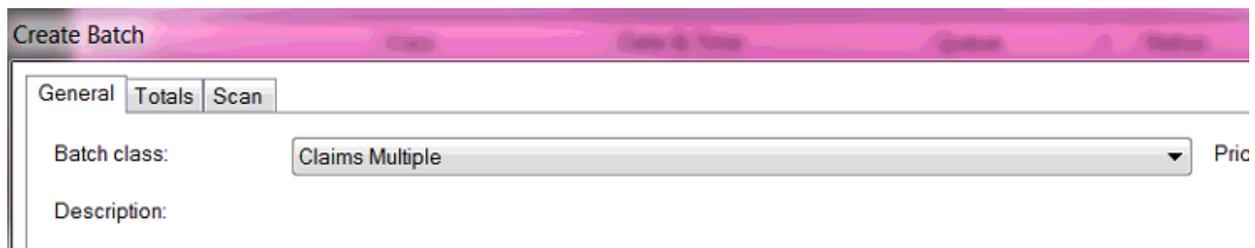
The purpose of this document is to illustrate the process of scanning claims into Kofax and having them automatically duplicated.

Process

Scanning

Open Kofax Batch Manager

Create the Batch

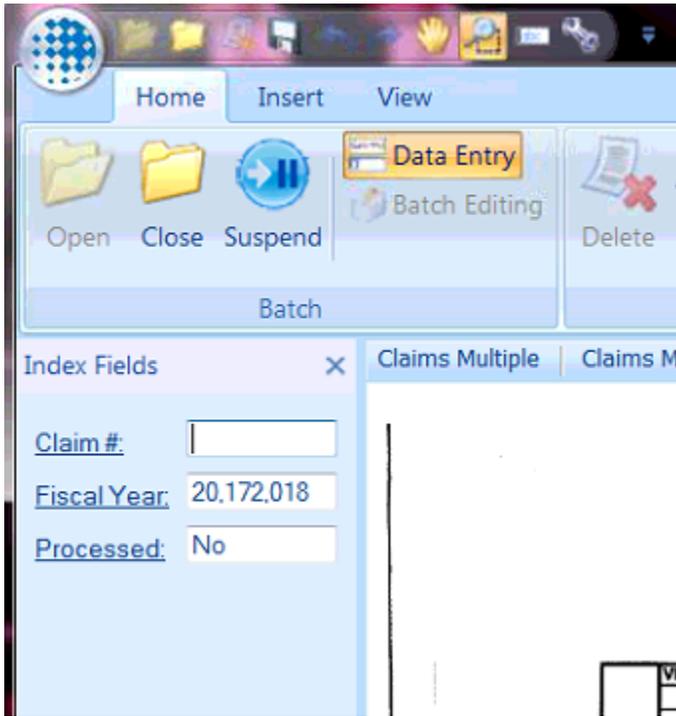


Select Claims Multiple, click Save then Close

Process as normal—scanning in or importing your documents

Enter in your Validation information

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Claim Numbers

The claim number field can have 255 characters total—including the semi-colons

Key in the necessary claim numbers separated by a semi-colon, no spaces
Leave the Processed field as No



Finish processing and close the batch
Process all the way through the Export

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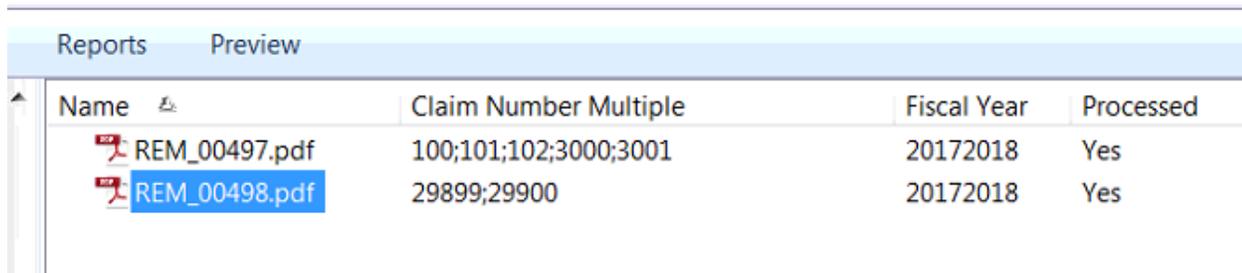
Input Folder

The in-process documents will go into the Claims Processing Multiple, Input folder while being processed through the workflow to be duplicated to the respective claim numbers.

Result

Processed Folder

Once the process is completed, the document will be moved to the Processed folder. The Processed indicator should be Yes and the claim numbers entered on the document should appear in the Claim Number Multiple column.

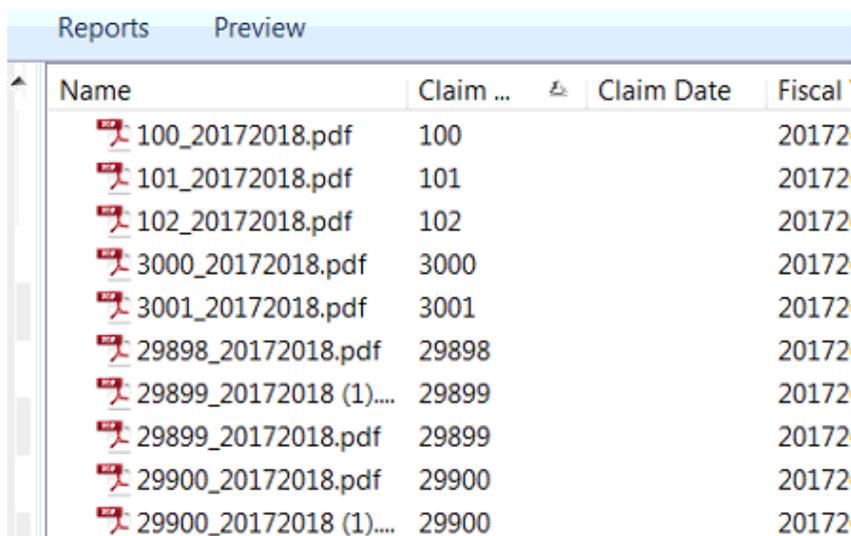
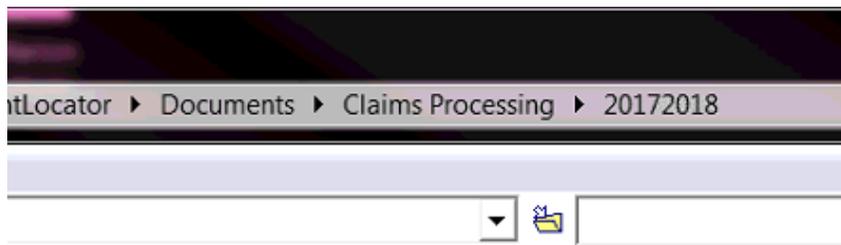


The screenshot shows a software interface with a table. At the top, there are two tabs: "Reports" and "Preview". The table has four columns: "Name", "Claim Number Multiple", "Fiscal Year", and "Processed". There are two rows of data, both with a red icon to the left of the file name.

Name	Claim Number Multiple	Fiscal Year	Processed
REM_00497.pdf	100;101;102;3000;3001	20172018	Yes
REM_00498.pdf	29899;29900	20172018	Yes

Claims Folder

The processed claims will be in the appropriate fiscal year folder in Claims Processing. If the claim already exists, the document will be placed in the folder with a (1) after the file name (or whatever number is appropriate).



The screenshot shows a software interface with a table. At the top, there are two tabs: "Reports" and "Preview". The table has five columns: "Name", "Claim ...", "Claim Date", and "Fiscal". There are ten rows of data, each with a red icon to the left of the file name.

Name	Claim ...	Claim Date	Fiscal
100_20172018.pdf	100		20172
101_20172018.pdf	101		20172
102_20172018.pdf	102		20172
3000_20172018.pdf	3000		20172
3001_20172018.pdf	3001		20172
29898_20172018.pdf	29898		20172
29899_20172018 (1)....	29899		20172
29899_20172018.pdf	29899		20172
29900_20172018.pdf	29900		20172
29900_20172018 (1)....	29900		20172

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Considerations

If a document is missing, verify the claim number was keyed in correctly by looking at the information on the Processed document.

You may want to apply a record policy as to how long to keep the documents in the processed folder. It is recommended to keep them for a time in case of any issues.