"Solutions" Image Services
Claims Processing Multiple in Scan Console
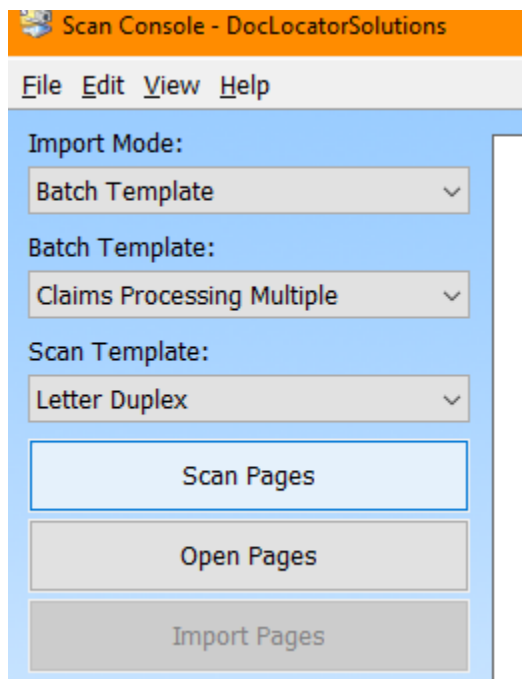
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Introduction

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

Process

Scanning

Open Scan Console and select Claims Processing Multiple Batch Template.

Once selected, scan your documents in as normal.

Enter in your Validation information.

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

Click Import

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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.

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).

tLocator ▸ Documents ▸ Claims Processing ▸ 20172018
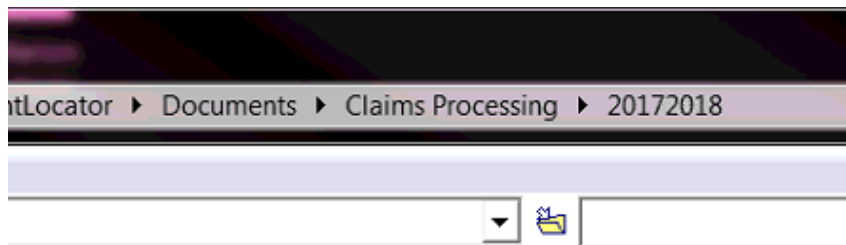
Name	Claim ...	Claim Date	Fiscal
100_20172018.pdf	100		20172
101_20172018.pdf	101		20172
102_20172018.pdf	102		20172
3000_20172018.pdf	3000		20172
3001_20172018.pdf	3001		20172
29898_20172018.pdf	29898		20172
29899_20172018 (1)...	29899		20172
29899_20172018.pdf	29899		20172
29900_20172018.pdf	29900		20172
29900_20172018 (1)...	29900		20172

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.