

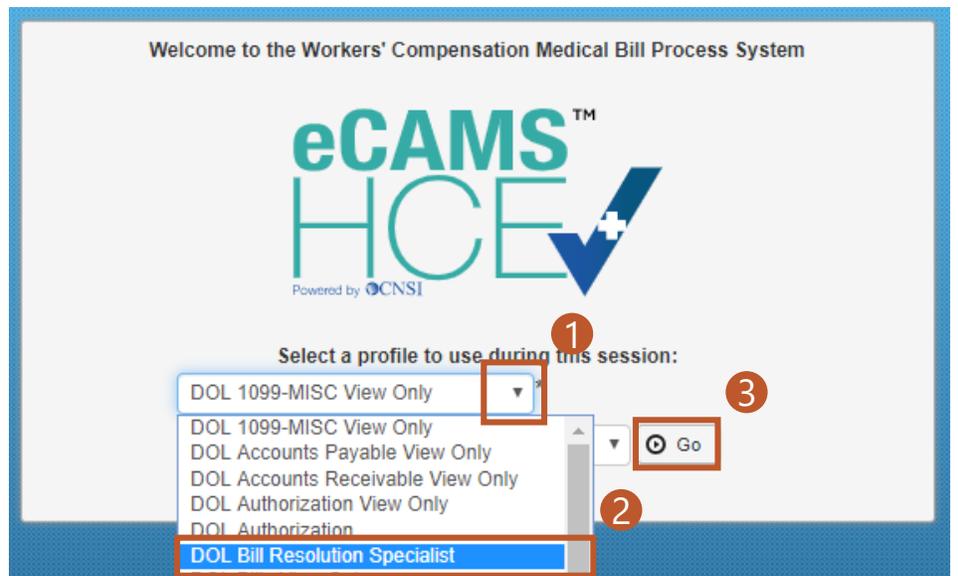


Navigating the Inquire Bills Page

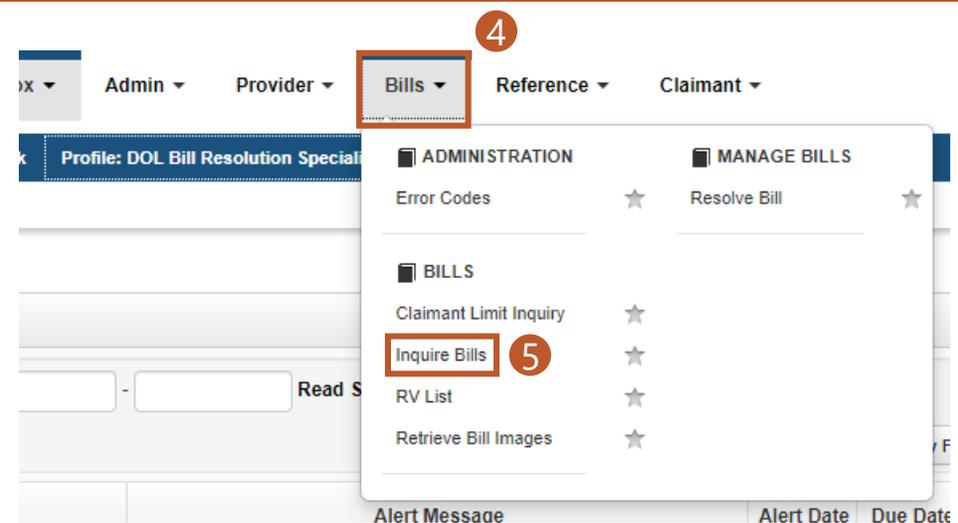
Job Aid

Navigating to the Inquire Bills Page

1. First, select the drop-down arrow to view additional profiles.
2. Select the **DOL Bill Resolution Specialist** Profile
3. Select the **Go** button.

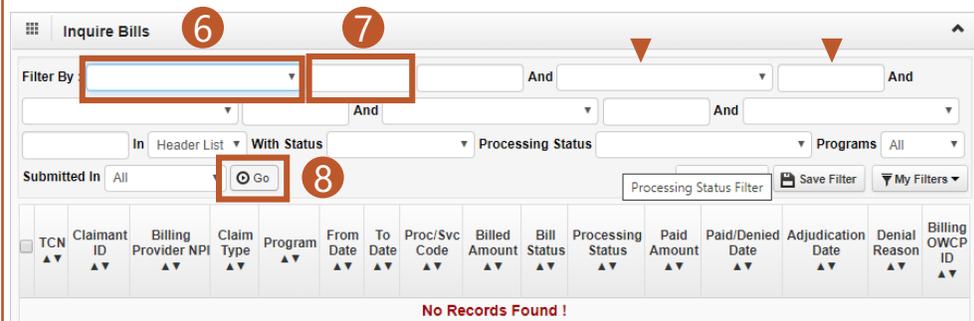


4. Select the **Bills** Tab.
5. Select the **Inquire Bills** menu item.



6. Select the **Filter By** drop-down to select filter criteria option.
7. Enter the filter criteria. You can enter multiple criteria in your search by using additional fields.
8. Select the **Go** button to perform the search.

► You may use the additional fields on this page to narrow your search further using multiple filter criteria.





Navigating the Inquire Bills Page

Job Aid

Viewing Bill Status

For the remainder of this job aid, we will cover three different scenarios to give you an idea of how to use the filter criteria to view the status of bills.

Scenario 1: Find bills that were paid to a provider for a claimant within a Date of Service (DOS) range.

- From the Inquire Bills page, we will enter the following criteria in the Filter By fields to address Example Scenario 1.
 - Date of Service (From/To Date)** – 08/01/2019 and 12/31/2019
 - Claimant ID** – 0050022435
 - Billing OWCP ID** – 700027200
 - Select Go** – The results of search are shown.

Inquire Bills

Filter By: From/To Date 08/01/2019 12/31/2019 And Claimant ID 0050022435 And Billing OWCP ID 700027200

Processing Status Programs All Submitted In All **Go** Clear Filter Save Filter My Filters

TCN	Claimant ID	Billing Provider NPI	Claim Type	Program	From Date	To Date	Proc/Svc Code	Billed Amount	Bill Status	Processing Status	Paid Amount	Paid/Denied Date	Adjudication Date	Denial Reason	Billing OWCP ID
220020028000009000	0050022435	2494241336	P-Professional Bill	DEEOIC	09/20/2019	09/20/2019		\$1,000.00	Paid	RV Generated	\$409.00	02/24/2020	02/14/2020		700027200
220020028000008000	0050022435	2494241336	P-Professional Bill	DEEOIC	11/01/2019	11/01/2019		\$1,000.00	Paid	RV Generated	\$409.00	02/24/2020	02/14/2020		700027200

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Scenario 2: If a certain procedure code was paid for a claimant last year (2019).

- From the Inquire Bills page, we will enter the following criteria in the Filter By fields to address Example Scenario 2.
 - Date of Service (From/To Date)** – 01/01/2019 and 12/31/2019
 - Proc/Svc Code** – E0430 (when using a Procedure Code filter option, you will need to select Line List after the “In” in the filter area).
 - Claimant ID** – 570485719
 - Select Go** – The results of search are shown.

Inquire Bills

Filter By: From/To Date 01/01/2019 12/31/2019 And Proc/Svc Code E0430 And Claimant ID 570485719

Processing Status Programs All Submitted In All **Go** Clear Filter Save Filter My Filters

TCN	Claimant ID	Billing Provider NPI	Claim Type	Program	From Date	To Date	Proc/Svc Code	Billed Amount	Bill Status	Processing Status	Paid Amount	Paid/Denied Date	Adjudication Date	Denial Reason	Billing OWCP ID
21901631001000008013	570485719		P-Professional Bill	DEEOIC	01/02/2019	01/02/2019	E0430	\$349.03	Denied	RV Generated	\$0.00	02/07/2019			

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You will find scenario 3 on the next page.



Navigating the Inquire Bills Page

Job Aid

Viewing Bill Status – Cont.

For the remainder of this job aid, we will cover three different scenarios to give you an idea of how to use the filter criteria to view the status of bills.

Scenario 3: Find bills by claimant SSN within a Date of Service (DOS) range.

- From the Inquire Bills page, we will enter the following criteria in the Filter By fields to address Example Scenario 3.
 - Date of Service (From/To Date)** – 06/01/2017 and 12/31/2017
 - Claimant SSN** – 411500235
 - Select Go** – The results of search are shown.

Inquire Bills

Filter By: **From/To Date** 06/01/2017 12/31/2017 **And** **Claimant SSN** 411500235 **And** [] **And** []

[] **And** [] **In** Header List **With Status** [] **Processing Status** []

[] **Programs** All **Submitted In** All **Go** **Clear Filter** **Save Filter** **My Filters**

TCN	Claimant ID	Billing Provider NPI	Claim Type	Program	From Date	To Date	Proc/Svc Code	Billed Amount	Bill Status	Processing Status	Paid Amount	Paid/Denied Date	Adjudication Date	Denial Reason	Billing OWCP ID	Claimant SSN
01733181603304280	411500235	1619975737	P-Professional Bill	DEEOIC	10/31/2017	10/31/2017		\$51.06	Paid	RV Generated	\$17.08	12/07/2017			020256099	411500235
01733181603304281	411500235	1619975737	P-Professional Bill	DEEOIC	10/31/2017	10/31/2017		\$202.62	Paid	RV Generated	\$93.39	12/07/2017			020256099	411500235
01801881610300715	411500235	1942687199	P-Professional Bill	DEEOIC	12/03/2017	12/06/2017		\$5,790.40	Paid	RV Generated	\$5,790.36	02/15/2018			616896800	411500235
01828381769000505	411500235	1477086981	P-Professional Bill	DEEOIC	07/31/2017	08/02/2017		\$553.00	Paid	RV Generated	\$281.17	10/18/2018			625181600	411500235
01829681931012604	411500235	1477086981	P-Professional Bill	DEEOIC	07/27/2017	07/30/2017		\$1,232.00	Denied	RV Generated	\$0.00	11/01/2018			625181600	411500235