

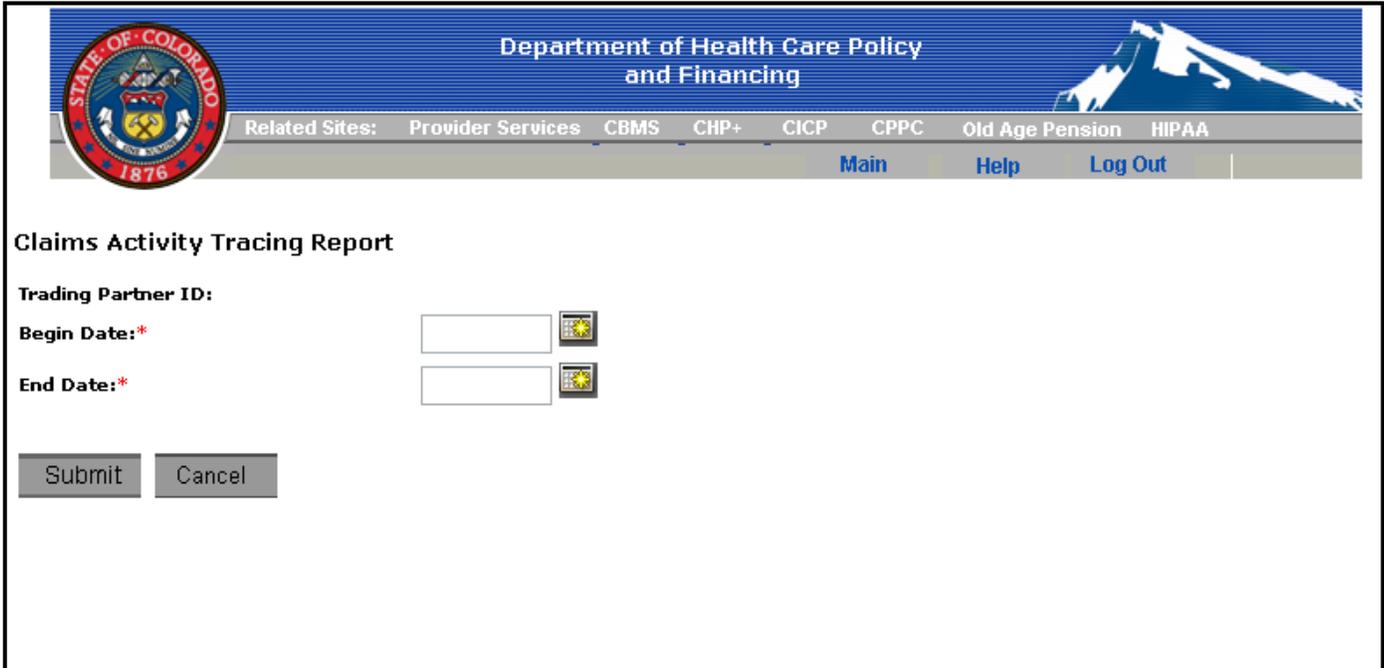
Colorado Medical Assistance Program Web Portal

Claims Activity Tracing Report User Guide

The Claims Activity Tracing Report displays a list of claims submissions, by **Trading Partner ID**, for a specified time period. The report includes original and adjusted claims that have been submitted via the Web Portal to the MMIS, the claim processing system.

To access the report:

- Select **Activity Tracing Report** from under **Claims** in the **Main Menu**. The Claims Activity Tracing Report screen will display (Figure 1).



The screenshot shows the 'Claims Activity Tracing Report' screen. At the top, there is a blue header with the State of Colorado seal on the left and the text 'Department of Health Care Policy and Financing' on the right. Below the header is a navigation menu with links for 'Related Sites', 'Provider Services', 'CBMS', 'CHP+', 'CICIP', 'CPPC', 'Old Age Pension', 'HIPAA', 'Main', 'Help', and 'Log Out'. The main content area is titled 'Claims Activity Tracing Report'. It contains a form with the following fields: 'Trading Partner ID:', 'Begin Date:*' (with a calendar icon), and 'End Date:*' (with a calendar icon). Below the form are two buttons: 'Submit' and 'Cancel'.

Figure 1 – Claims Activity Tracing Report screen

- Enter both a **Begin Date** and **End Date** to define the report results. The **Begin Date** and **End Date** represent the submission date of the claim and are required fields. Entering the date can be accomplished by either keying the date directly in the entry box using the **mm/dd/yyyy** format or by using the **Calendar** icon and selecting the date from the pop-up calendar.
- Click on the **Submit** button to process the request or click on **Cancel** to return to the main screen of the Web Portal.

The Activity Tracing Report displays the claim activity for the specified time period grouped by claim type. Within each claim type, the claims are further grouped by claim status. The dollars by claim type are subtotaled and a grand total for the claim type is also provided (Figure 2).

Claims Activity Tracing Report

Trading Partner ID: _____

Begin Date:* 

End Date:* 

Institutional					
<u>TCN</u>	<u>Date Submitted</u>	<u>Claim Status</u>		<u>Total Claims</u>	<u>Total Charges</u>
	10/07/2005	Accepted			\$1,000.00
			Total	1	\$1,000.00
	10/07/2005	Batch			\$1,826,132.00
	10/09/2005	Batch			\$1,826,132.00
	10/10/2005	Batch			\$1,826,132.00
			Total	3	\$5,478,396.00
	09/21/2005	Errors			\$200.00
	10/05/2005	Errors			\$1,826,132.00
	10/07/2005	Errors			\$564.00
	10/07/2005	Errors			\$0.00
	10/11/2005	Errors			\$16,000.00
			Total	5	\$1,842,896.00
	09/15/2005	Rejected			\$600.00
	09/16/2005	Rejected			\$345,737.37
	09/26/2005	Rejected			\$200.00
			Total	3	\$346,537.37
	10/04/2005	Saved			\$1,000.00
	10/04/2005	Saved			\$1,000.00
	10/04/2005	Saved			\$1,000.00
	10/04/2005	Saved			\$1,000.00
			Total	4	\$4,000.00
	10/10/2005	Suspended			\$1,000.00
			Total	1	\$1,000.00
	10/04/2005	To Be Paid			\$1,000.00
			Total	1	\$1,000.00

Figure 2 – Activity Tracing Report example

To print the report, click on the **Print** button and the report will appear in a new browser window. Use your browser's print functionality to send the report to the printer.