

INVENTORY REPORTING



The Inventory Reporting tool allows you to search through/view all of the claims you've sent to Office Ally. Results will include:

- Current status of the claim in Office Ally's system (Passed, Pending or Rejected)
- Office Ally Claim ID and File ID
- Payer ID the claim was processed under
- Office Ally's Receive Date
- Patient's First and Last Name
- Patient Account Number
- From and To Date of Service
- Provider Tax ID
- Insured ID
- Total Charge

USING INVENTORY REPORTING (SEARCH, VIEW AND PRINT CLAIM IMAGES)

1. While logged into Office Ally's Service Center, click on the **Inventory Reporting** link on the left hand side. The **Inventory Reporting** screen will look as follows:

[Available Services]

- ▶ Process Credit Card Transaction
- ▶ Process eCheck Transaction
- Claims
 - ▶ View Claims
- Reports
 - ▶ **Inventory Reporting**
- LookUp / References
 - ▶ View Payer Lists
 - ▶ Pre-Enrollment Forms and Info
 - ▶ BlueShield PPO Referral
 - ▶ Physicians Desk Reference (PDR)
- Pay Office Ally Bill
 - ▶ Pay Bill by Credit Card
 - ▶ Pay Bill by eCheck
- My Settings
 - ▶ Change Password

Inventory Reporting: Detailed

Search Options

Select Payer: ? SCAN Health Plan

Form Type: ? HCFA UB04 ADA

From Date: ? 2 28 2013 To Date: ? (mm/dd/yyyy) 4 29 2013

Date Type: ? DOS Upload Processed

Status: ? -- All --

Error Code: ? -- Select Type Of Error --

Descriptions longer than 40 have been truncated.

Exclude Error: ?

Tax ID: ? State License ID: ?

Patient Last Name: ? Patient First Name: ?

Patient Account No: ? Insured ID: ?

File ID: ? Claim ID: ?

CPT Code: ? Diagnosis Code: ?

Submission Type: ? -- ALL --

Sort By: ? -- Select One --

Please enter the search criteria then click 'Search'

Detail Report Summary Report

2. There are many options for you to narrow down the results that pull up. The only required fields are the Date Range fields (From Date and To Date). By default, the dates will be the last 60 days. You can look back years if needed, but the total date range cannot exceed 60 days.

INVENTORY REPORTING



- If you do not specify patient information and just click **Search**, all claims submitted in the past 60 days will pull up.

Please enter the search criteria then click 'Search'

Detail Report Summary Report

Search Results - 226 claims found

Status	File ID	Claim ID	Payer ID	Received Date	Patient Name (Last, First)	Patient Account No.	From DOS	To DOS	Tax ID	State License ID	Insured ID	Total Charge	Print	Error Code(s)
Passed	138459544	697240806		4/28/2013			4/15/2013	4/15/2013				\$225.00		ACCEPT
Passed	138465318	697267729		4/28/2013			4/1/2013	4/22/2013				\$734.00		ACCEPT
Passed	138465318	697267733		4/28/2013			4/1/2013	4/22/2013				\$198.00		ACCEPT
Passed	138465318	697267732		4/28/2013			4/2/2013	4/26/2013				\$320.00		ACCEPT
Passed	138465318	697267731		4/28/2013			4/1/2013	4/18/2013				\$594.00		ACCEPT
Passed	138465318	697267730		4/28/2013			4/1/2013	4/7/2013				\$931.00		ACCEPT
Passed	138479103	697305906		4/29/2013			4/23/2013	4/23/2013				\$169.00		ACCEPT
Passed	138479103	697305904		4/29/2013			4/25/2013	4/25/2013				\$540.00		ACCEPT
Passed	138479103	697305903		4/29/2013			4/25/2013	4/25/2013				\$217.00		ACCEPT
Passed	138465318	697267738		4/28/2013			4/3/2013	4/24/2013				\$256.00		ACCEPT
Passed	138465318	697267737		4/28/2013			4/1/2013	4/21/2013				\$532.00		ACCEPT
Passed	138465318	697267736		4/28/2013			4/22/2013	4/28/2013				\$346.50		ACCEPT

*PHI has been removed from image.

- Clicking **Export to Excel** will create an excel spreadsheet with the result information.

Status	FileID	PayerID	ClaimID	First	Last	PatAcctNum	FromDOS	ToDos	TotalCharge	MasterVendor	StateLicenseID	InsuredID	ReceivedDate
Passed	138459544		697240806				4/15/2013	4/15/2013	225				4/28/2013
Passed	138465318		697267729				4/1/2013	4/22/2013	734				4/28/2013
Passed	138465318		697267733				4/1/2013	4/22/2013	198				4/28/2013
Passed	138465318		697267732				4/2/2013	4/26/2013	320				4/28/2013
Passed	138465318		697267731				4/1/2013	4/18/2013	594				4/28/2013

*PHI has been removed from image.

- To view the claim image, click on the blue **Claim ID** link in the results.

Search Results - 226 claims found

Status	File ID	Claim ID	Pa
Passed	138459544	697240806	S
Passed	138465318	697267729	

- To print the claim image, scroll to the bottom left hand corner and click **Print to PDF File**.

Pay To Address:

Pay To City: State: Zip:

Pay To Tax ID:

Pay To NPI:

Pay To ID: