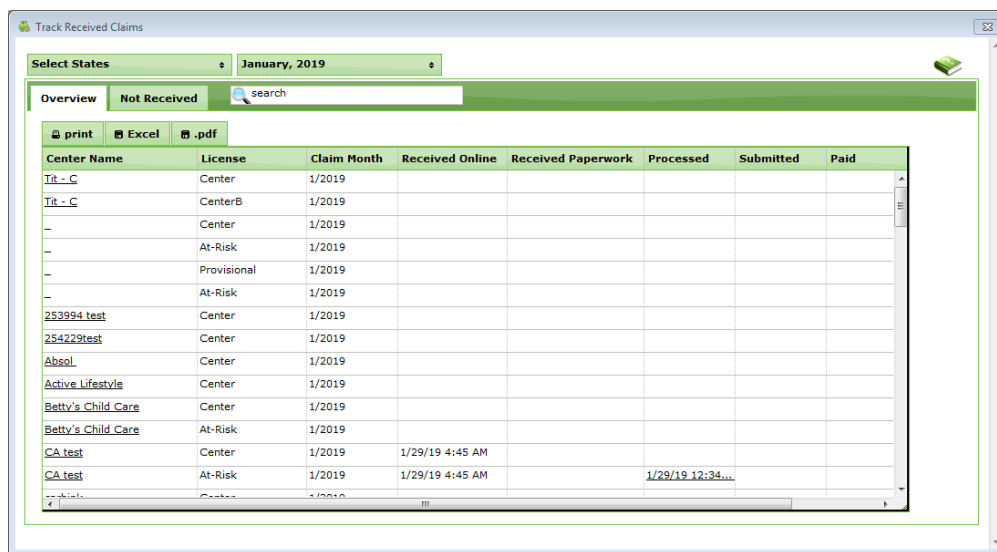


[VIDEO] Track Received Claims

Last Modified on 08/06/2020 9:30 am CDT

The Track Received Claims feature allows you to see which sites have submitted claims for processing.

1. Click the **Claims** menu and select **Track Received Claims**. The Track Received Claims window opens. The information in this window is divided into two tabs: Overview and Not Received. If a claim has been received for the selected month, a day and time displays in the Received Online column in the Overview tab.



Center Name	License	Claim Month	Received Online	Received Paperwork	Processed	Submitted	Paid
TR - C	Center	1/2019					
TR - C	CenterB	1/2019					
—	Center	1/2019					
—	At-Risk	1/2019					
—	Provisional	1/2019					
—	At-Risk	1/2019					
253994 test	Center	1/2019					
254229test	Center	1/2019					
Absol	Center	1/2019					
Active Lifestyle	Center	1/2019					
Betty's Child Care	Center	1/2019					
Betty's Child Care	At-Risk	1/2019					
CA test	Center	1/2019	1/29/19 4:45 AM				
CA test	At-Risk	1/2019	1/29/19 4:45 AM		1/29/19 12:34...		

2. Click the **Month** drop-down menu and select the month(s) to view.
3. Click the **Not Received** tab to view centers that have not submitted claims for the selected month(s).
4. You can print this information, export it to a spreadsheet file (XLSX), or export it to PDF.