

View Claim Details

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The Manage Claim Details window displays detailed information about claims you have processed. This includes the claim source, totals, and rates.

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. In the **Center** section, select **All Centers** or **Selected Center**. If you do not already have a center selected in the toolbar, this filter defaults to All Centers and cannot be changed.
3. In the **Month** section, select the **Selected Month** option or the **All Month** option. If you choose **Selected Month**, click the corresponding drop-down menu and select the month for which to view claims.
4. If you operate in multiple states, click the **State** drop-down menu and select the state to view.
5. Click **Refresh Display**. Claims that meet the limits you set display.
6. Click **View** in the Details column. The **Manage Claim Details** window opens.

The screenshot shows the 'Manage Claim Details' window with the following data:

Active Lifestyle		License		Claim Totals		Claim Rates	
777		Center		Total Amount	\$0.00	Free:	93.33 %
Claim Month:	April 2020	Date Paid:	Not Yet Paid	Admin Amount	\$0.00	Reduced:	0.00 %
Claim Source:	WebCX - Attendance			Amount for Center	\$0.00	Paid:	6.67 %
Date Submitted:	Not Yet Submitted						

	Rate	Totals	Date Processed:
Breakfast:	1.73800000	0	4/15/2020 9:42 PM
AM Snack:	0.88266666	0	
Lunch:	3.20399999	0	
PM Snack:	0.88266666	0	
Dinner:	3.20399999	0	
EV Snack:	0.88266666	0	

	Free	Reduced	Paid	Totals
Participated:	14	0	1	15

Total Attendance: Days Claimed: ADA:

Buttons: Attendance Detail, Served Meals, Paid Served Meals, Office Error Report, Review Attendance, Disallow Meals, Review Menus, Adjust Claim Counts, Delete Claim, Reprocess, Close

7. You can do the following in this window:
 - Click **Reprocess** to re-process this claim. For more information, see [Re-Process Claims](#).
 - Click **Delete Claim** to delete this claim. Only delete claims that are a result of data entry, and do not delete claims that have been marked as submitted or paid. For more information, see [Delete Claims](#).
 - Click **Adjust Claim Counts** to adjust claim counts. For more information, see [Adjust Claim Counts](#).
 - Click **Disallow Meals** to manually disallow meals. For more information, see [Manually Disallow Meals](#).
 - Click **Review Attendance** to review attendance for this center. The Record Attendance window opens.
 - Click **Review Menus** to review menus for this center. The Center Menu Calendar opens.
 - Click **Attendance Detail**, **Served Meals**, **Paid Served Meals**, and/or **Office Error Report** to view reports.

