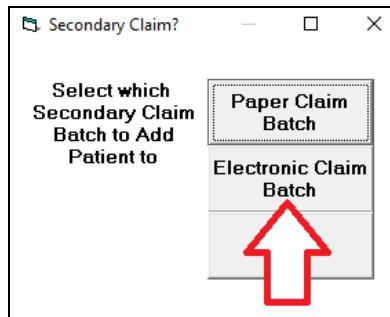




Apex EDI Secondary Claims

It's our understanding that most Primary Insurance claims automatically cross over to Secondary payers, but that occasionally you will need to send a secondary claim electronically manually.

- 1) When Posting on the Post Payments screen, when you post a Primary Insurance payment, if the patient has Secondary Insurance, you will see a button Called "Electronic Claim Batch", when you press it the account number and date of service will automatically be added to the Apex EDI Secondary Electronic Claims screen.



- 2) From the **Forms Menu**, use the **Apex Sec** option. The claims generated claim will automatically have the Primary and Secondary Carrier Information switched.



3) You will see the list of accounts and dates of service ready to be processed. Naturally, you can also add information to this screen manually any time you like.

4) After you submit the claim(s) to Apex EDI, you will have to perform some editing of the information to specify how much was paid by the primary carrier, adjustment reasons, etc. Apex EDI can show you how to make any needed changes on from their website.