

## DMBA PROVIDER PORTAL CLAIMS AND REMITTANCE SEARCH

For DMBA Contracted Provider Individuals and Groups

### Search for a Claim

To search for a claim on the DMBA Provider Portal, choose one of the following methods.

1. **CLAIMS & PAYMENTS.** This tile on the Home page will allow you to do a quick search. Enter the appropriate information in one of the fields and click *Search*. The Claim Summary will open in a new tab.
2. **CLAIMS.** For additional fields, select *Claims* from the menu on the left. Enter information into any of the fields and click *Search*. If you want to search for claims belonging to a specific participant on a contract, select the *Member Number* radio button. The participant's number is the contract holder's DMBA ID Number with a two-digit suffix. The search results will appear below. Sort by *Claim Status* using the dropdown menu on the right side, if desired. Click *Search* again to apply your filter. Select a claim number to view details about the claim. The Claim Summary will open in a new tab.

To display different fields in the Claim Summary, select the dropdown menu in the center right of the screen next to *Fields To Display*. Highlight the desired fields by clicking on each one.

### Print a Claim

To print a claim, from the Claim Summary page, select *Print Claim* in the upper right corner. This will open a *Claim Print Preview* in a new tab. You should see the print preview in a window. Scroll to view the whole page. Please note that Firefox does not currently support the in-browser preview.

Select *Download PDF* for a *Reprint of Claim Detail*. You may open the PDF and print it from your Adobe Reader program.

### Search for a Remittance

To search for a remittance on the DMBA Provider Portal, choose one of the following methods:

1. **PAYMENT INFO.** From the *Payment Info* column on a Claims Summary page, select the check number. The Remittance Summary will open in a new tab.
2. **REMITTANCE.** Select *Remittance* from the menu on the left. Enter information into any of the fields and click *Search*. The search results will appear below. Select a check or claim number to view details. The Remittance Summary will open in a new tab.

The Remittance Summary view may include items from several claims.

### **Print a Remittance**

To print a remittance, from the Remittance Summary page, select *Print Remittance* in the upper right corner. To avoid a long wait due to the high amount of data, you will receive an email to the email address on file for your provider profile when the print preview is ready. Use the link in the email to see the print preview. Scroll to view the whole page. Please note that Firefox does not currently support the in-browser preview.

Select *Download PDF* for a *Reprint of Remittance Detail*. You may open the PDF and print it from your Adobe Reader program.