Complete a Quick Claim

1. In the **Select a Patient** field, type any combination of the patient's first name, last name, date of birth, or member ID and select the patient. You can select **Add Patients in Bulk** to enter multiple patients at a time.



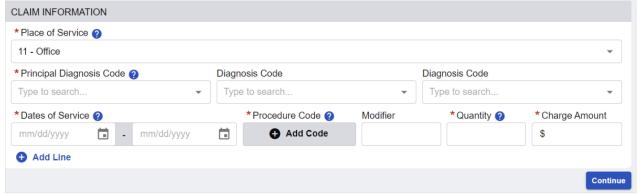
- Note: Patients listed in the Select a patient field are pulled from the past 18 months of your eligibility and benefits inquiry history for the current organization. Selecting a patient from the list pre-populates patient data that you entered for the eligibility and benefits inquiry so that you don't have to enter it again.
- 2. Enter the provider information in the **Provider Information** section. Select the provider where the medical service was rendered. Multiple providers can be added.



Note: Be sure to add all billing providers, including atypical providers (providers without NPIs), using the Add Provider(s) process on the Manage My Organization page. To learn more, refer to Manage My Organization – Providers. Atypical providers should also refer to Add a provider without an NPI.

It can take up to 24 hours for atypical providers to appear in the Provider field after you add them to your organization.

3. Enter the claim information in the Claim Information section and then select Continue.



You can use the same claim information for batch entries by using the Use the same service information for all of your patients? field:

- o Select Yes to use the same claim information for batch entries
- Select No to enter individual claim information for individual or batch entries
- > Molina Healthcare California
- 4. Review coverage, update, or fill in any missing information and then select Continue.
- 5. Review the Claim Summary section for each patient and then select Submit to submit the claim.
 - Note: You can save the claim as a template for future Quick Claims by selecting the Save as Template button. For more information, refer to Save Quick Claims Templates.
- 6. View submitted claim responses in your organization's **Receive Files** mailbox. The payer might be able to return results immediately. However, in most cases, the results page displays a confirmation indicating the payer has successfully received the claim. Refer to View claim results for more information.