Key Functionality | Billing Inquiry

DENTAL [®] Benefit Manager To	olkit ®				TEST RAINBOW	SIGN OUT
Billing	Reports EBill ACH Payment Regis	tration				
Payer	Group ID This field is required Active		Subgroup ID	Group Na	ne d is required	
Group:	Subgroup: All Su	bgroups	T	otal Balance: \$3,189.76	RESET	EARCH
From Date To mm/dd/yyyy	Date mm/dd/yyyy S d will default to the last 3 months worth o	UBMIT				
Consolidated Reports Group Consolidation Name	Reports Subgroup Reports Consolidation Invoices	Parent Subgroup	Start Date	End Date	Status	
	3	1001	07/01/2021	09/30/2021	Active	

If you wish to view additional details or download a report, select the caret icon to expand that specific Consolidation.

Consoli	dated Reports	Group Reports	Subgroup Reports					
Cons	olidation Name		Consolidation Invoices	Parent Subgroup	Start Date	End D	Date	Status
~			3	1001	07/01/2021	09/30	0/2021	Active
	Invoice #		Invoice Type/Name	Start Date	End Date	Total Invoice Count	Invoice Amount	Remaining Balance
	CNS00007		Invoice	09/01/2021	09/30/2021	1	\$3,189.76	\$3,189.76
	CNS00007		Invoice	08/01/2021	08/31/2021	1	\$3,218.04	\$0.00
	CNS00007		Invoice	07/01/2021	07/31/2021	1	\$3,161.48	\$0.00
	1-3 of 3 Record	is						1

To Inquire on *Billing activities*, begin by navigating to the *Billing section*.

Fill in the required fields, shown with a *Red sidebar*. Once populated, select Search.

The results default to display *All Subgroups*, however, this can be adjusted by clicking on the *Subgroup*.

The *Date Range* defaults to display the last 3 months worth of processed invoices, but you can alter this by selecting a specific *From* and *To Date*.

If a *Consolidation* exists and you have authorizations for all the Subgroups that are part of the Consolidation, the *Consolidated Reports* tab will display.

Key Functionality | Billing Inquiry (continued)

	NL Benefit Manager Toolkit ®				TEST RAINBOW	SIGN OUT		
	Billing							
MANAGE ELIGIBILITY	Involces My Reports Historical Reports EBill ACH R	Payment Registration						
	Group:	group: All Subgroups	Total	Balance: \$3,189.76				
BENEFITS INQUIRY	From Date To Date	SUBMIT						
ا ب	Date Range is optional. If not specified will default to the last 3	months worth of processed invoices				- U		
REPORTS						If you wish to Do r		
<u>ක</u>	Consolidated Reports Group Reports Subgroup	Reports				— II	Re	port, select the caret ic
DENTIST	Consolidation Name Consolidation	on Invoices Parent Subgroup	Start Date	End Date	Status		exp	band that specific Conso
	3	1001	07/01/2021	09/30/2021	Active			
	المستغذات والمعادية والمعادية							
CHANGES	icon to expan	details or download	a report, select the	caret				
		d that specific const						
BILLING	опрополно порога Стоци керота заругоци керота						Clie	ck on the individual inv
Image: Second se	Consolidation Invoices Pa	ent Subgroup Start Date	End Date Status			- 1	are	e looking to download a
	Invoice # Invoice Type/Name Start D	ate End Date Total Invoi	ce Count Invoice Amount Remaini	ng Balance			the	e popup workflow.
\bigcirc	CNS000077 Invoice 09/01/	09/30/2021 1	\$3,189.76 \$3,189.7	3				
	CNS00007 Invoice 08/0/7	08/31/2021 1	\$3,218.04 \$0.00					
	1.3 of 3 Records		20,00,40	1				
	When the Do	wnload popup appe	ars, work through e	ach				
	s	ection to download	the report					
Download Invoice	×	Download Invoice		×				
Parent Subgroup ID:	1001	Parent Subgroup ID: 1001		Parent Subgro	sup ID: 1001		×	PDF – will download
Consolidation Name:		Consolidation Name:		Consolidation	Name:			
Invoice #: Invoice Type:		Invoice #: CNS00007 Invoice Type: Invoice		Invoice Type:	Invoice			XLS and CSV - will be
Invoice Date:	(09/01/2021 - 09/30/2021)	Invoice Date: (09/01/2021 -)9/30/2021)	Invoice Date:	(09/01/2021 - 09/30/2021)		H	available within the I
Include	Please select a report type to view Download Options	Include Plea	se select a report type to view Download Op	tions	Please select a r	eport type to view Downlo	ad Options	<i>Reports</i> tab and can
STANDARD BILLING	IG REPORT	STANDARD BILLING REPORT						downloaded from th
				Download	As			section
Download As		Download As		○ x∟s		OAD		500000
O PDF	DOWNLOAD	⊖xls ⊖csv	DOWNLOAD	Reports wi	Il be available under 'My Reports'			

Key Functionality | Billing Inquiry (continued)

DELTA	DENTAL	Benefit Ma	anager Toolki	it ®					TEST RAINBOW	SIGN
		9 s My Reports	Historical Rep	orts EBill ACH Payment	Registration					
λ TS KY	My Repor	rts								
] rs	Reports Dov	wnload								REFRES
ກ	Sr. No.	Group	ID - Subgroup ID	Report N	ame Repo	rt Type	Request Start Date	Request End Date		
IST ORY	1	1234 -	1001	Admin	Conse	olidated	09/01/2021	09/30/2021	Download	
E	In Process									
RY OF GES	Sr. No.		Group ID - Subgro	pup ID	Report 1	Name	Report Type	Request Start Date		
Ej JING					In process reports ar	No results Ye e shown if reports a	at ire not ready for download			
3	_									
Ŋ					_	_		_		
		MANAGE ELIGIBILITY	invoices m	у нерогся ніstorical керогся ев	III ACH Payment Registri	ation				
		Ē	M. Barrette							
		BENEFITS	My Reports						REFRESH	
		REPORTS	Reports Download	d					_	
		තු	Sr. No.	Group ID - Subgroup ID	Report Name	Report Type	Request Start Date	Request End Date		
		DENTIST	1	1234 - 1001	Admin	Consolidated	09/01/2021	09/30/2021	Download	
		E	In Process							
		SUMMARY OF CHANGES	Sr. No.	Group ID - Subgroup ID		Report Name	Report Type	Request Start Date		
		BILLING			In pro	No re cess reports are shown if	sults Yet reports are not ready for download			
			L							
		322E2	03E9CCBC02zip	^					Show all	

Once you have successfully completed the *Download popup* workflow, navigate to the *My Reports* tab within the *Billing* section.

All reports that are ready to Download will appear within the *Reports Download* section.

Selecting **Download** for the invoice you wish to save will begin the download process on your computer.

Once the file is ready to view, you can select the icon at the bottom of your browser or navigate to your *Download folder*.

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