

Quick Start Guide

This guide is designed to get you started quickly creating claims and give a basic over view of the Speedy Claims software and its use. For more in depth information please see the Help file within the software.

When you first start the Speedy Claims you will see a pop-up window asking if you want to go to the setup page. Choose yes.

This page is where you set your preferences and input your default Provider information. You can save the data at any time by clicking on the Save icon.

Once you are through with the Settings you are ready to start creating a claim.

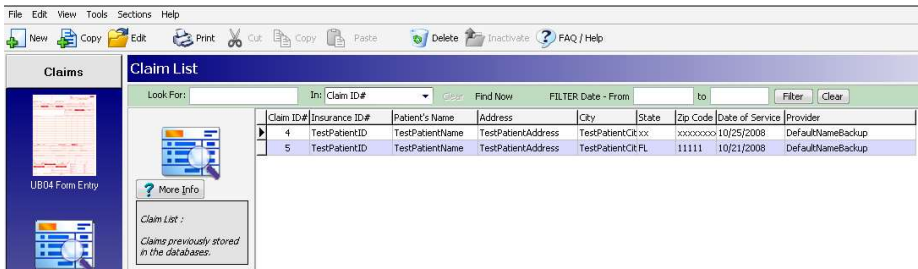
Click on the Claims button in the left hand vertical menu bar. Then click on the CMS 1500 Form button to open an empty claim form.

The screenshot shows the 'Speedy Claim UB04' software interface. The window title is 'Speedy Claim UB04'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Sections', and 'Help'. The toolbar contains icons for 'New', 'Delete', 'Inactivate', 'Save', 'FAQ / Help', and 'Context'. The main area is titled 'UB04 Claim - Form Entry - New Claim'. Below the title bar, there are keyboard shortcuts: 'Available Shortcut', 'F1: Help', 'Save: CTRL+S', 'Print: CTRL+P', 'Date Picker / Dropdown List: CTRL+D', 'Contextual Help: CTRL+H', and 'Next Section: ALT+D'. The form itself is a grid of fields for entering patient and claim information. The left-hand menu bar has buttons for 'Claims', 'UB04 Form Entry', 'Claim List', and 'UB04 Tab Entry'. The form fields are labeled with numbers 1 through 49, corresponding to UB04 form sections.

You can use your mouse to select the appropriate fields and your keyboard to enter the data or you can use your Tab key to move among the fields. Either method you use, simply fill in all the appropriate fields and click either the Save icon or the Print icon.

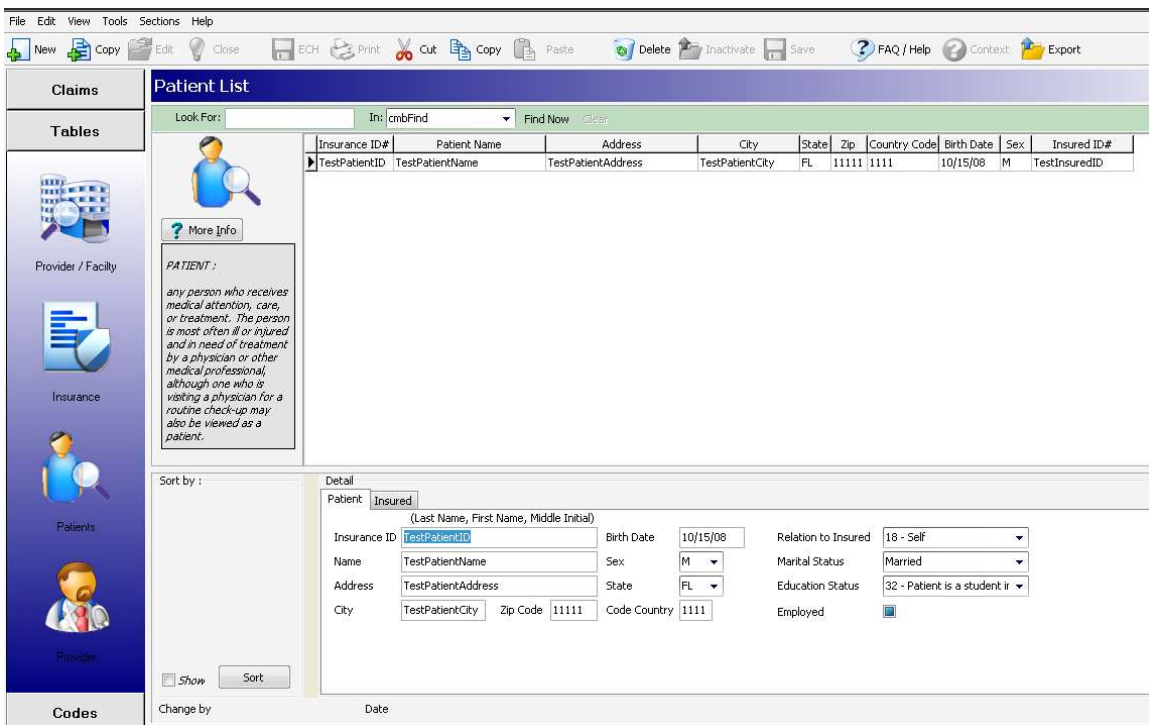
If you choose Print, the form will be printed according to your selection from the Settings Menu, and it will be saved to the Claims List. If you choose Save, the claim will be saved to the Claims List for later action.

Once you are through inputting all your claims you can click on the Claims icon to view the list of all your claims.



From this list you can select claims for printing or sending to a clearinghouse if you have the Electronic Claims version.

The data from your claims is stored in Tables. You can view these tables by clicking on the Tables button in the left hand vertical menu.



You can edit, add, delete and export these tables from this screen.

If you are creating a new claim and you double click in the primary field for the Insurance company data the Insurance table will open and you can select an existing company from the list and export it to your form simply by double clicking on it.

You can do this in many areas of the claim form including:

- Patient Name – Field 8
- Provider/Facility – Field 01
- Insurance – Field 50
- Provider (other) – Field 76 to 79

- Revenue Code – Field 42
- Diagnosis Codes – Field 67
- HCPCS (Procedure) – Field 44
- ECI Codes – Field 72
- PPS Codes – Field 71
- Diagnosis / Procedure Codes – Field 74
- Code Codes – Field 81
- Occurrence Codes – Field 31 to 36
- All places where a date is required

Here are three types of claims and how to enter them most efficiently and easily.

1. New claim for a new patient.
 - a. Click on Claims – CMS 1450 Form
 - b. Fill in the blanks
 - c. Click Save or Print
2. A new claim for an existing patient with a recurring procedure
 - a. Click on Claims – Claims
 - b. Select a previous claim for the patient then click New
 - c. Change the creation date
 - d. Click Save or Print
3. A new claim for an existing patient with a new procedure
 - a. Click on Claims – CMS 1450 Form
 - b. Double click in Field 8 – Patient Name
 - c. Double click on the patient's name in the list
 - d. Fill in the bottom of the form
 - e. Click Save or Print

As you can see, Speedy Claims is very easy to use and master. If you need more help or instruction please see the help file within the software.