Log in to ProviderAccess, hover over Patient & Claim and then click on “Claim Entry (eClaims).”

Choose the correct Business and Provider from the drop-down boxes in the Selector. Click New Claim. Next select a patient from your Recent Patients list or enter patient information in the Patient Selector and click Continue.

Choose Claim Type: Primary

Add your Patient Account Number. The information you enter in this field is returned in the audit report and remittance.
Enter your Diagnosis Code(s); click “Add” after each one has been entered. Enter the Claim Line. Click “Add.” Add any additional lines as needed. Then click “Next.”

**Note:** A value is required in the Days/Units field. Enter a “1” for a single service or informational code.

Check boxes that are applicable on the Claim Information screen, and then click “Submit Claim.”

*Check this box only if you are entering an informational claim to close a quality gap for a service that was previously rendered.*

For additional help, contact:

Provider eSolutions 205-220-6899  
Provider Networks Consultant 1-866-904-4130