Printing EOBs
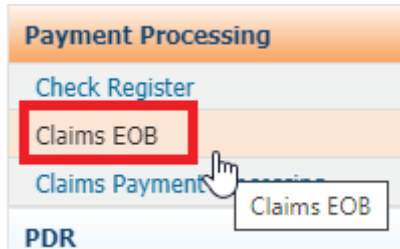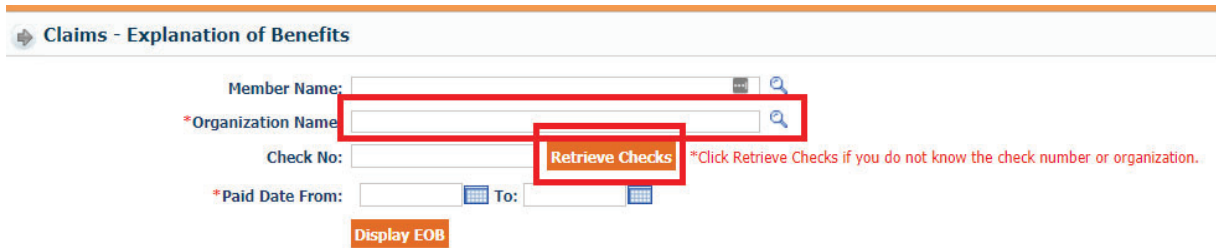
The below will help users find and print their EOBs from QuickCap.

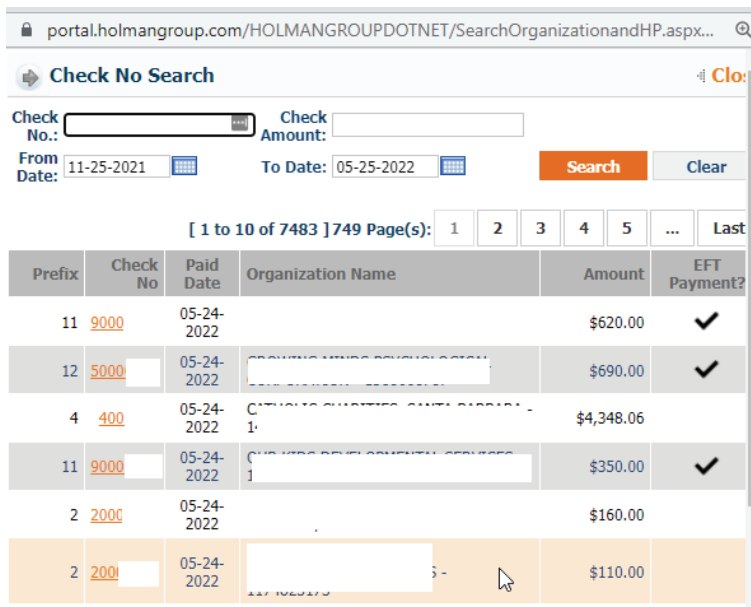**From Claim Adjudication Screen**

Step 1: Navigate to the **Payment Processing** menu bar and click the **Claims EOB** submenu.

Step 2: Search for the EOB by entering the **Organization Name** and then the **Paid Date**. Please note, if you do not know the paid date, you can click the **Retrieve Checks** button to view recent checks to select the correct one.

Step 3: When you click the **Retrieve Checks** button, find the check number that is correct and click on the orange check number to pull it into the **Claims – Explanation of Benefits** screen.

Step 4: Click on the **Display EOB** button.

Step 5: A pop up screen will come up with the EOB. Click the **Export** button to then select PDF and download it into your system.