

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.

Payment Processing				
Check Register				
Claims EOB				
Claims Payment				
PDR	Claims EOB			

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.

Claims - Explanation of Benefits	
Member Name:	
*Organization Name	Q
Check No:	Retrieve Checks *Click Retrieve Checks if you do not know the check number or organization.
*Paid Date From:	To:
Display	EOB

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.

portal.holmangroup.com/HOLMANGROUPDOTNET/SearchOrganizationandHP.aspx						
Check No Search						
Check No.:	-25-2021	•	To Date: 05-25-2022	Search	Clear	
Date.		[1 to 1	10 of 7483]749 Page(s): 1 2 3	3 4 5	Last	
Prefix	Check No	Paid Date	Organization Name	Amount	EFT Payment?	
11	9000	05-24- 2022		\$620.00	~	
12	<u>5000</u>	05-24- 2022	[\$690.00	~	
4	<u>400</u>	05-24- 2022	C	\$4,348.06		
11	9000	05-24- 2022		\$350.00	~	
2	2000	05-24- 2022		\$160.00		
2	2001	05-24- 2022	5- D	\$110.00		

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.

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Print	
Image: Second	
Export	×
File Format:	
PDF	
Paye Kanye.	