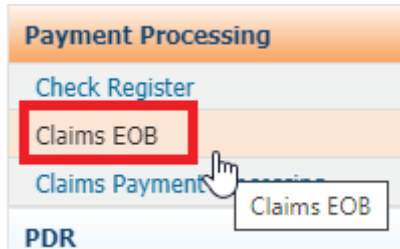


## Printing EOBs

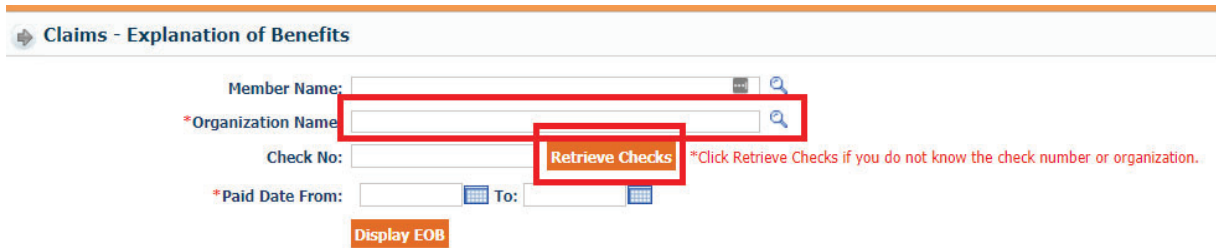
The below will help users find and print their EOBs from QuickCap.

### From Claim Adjudication Screen

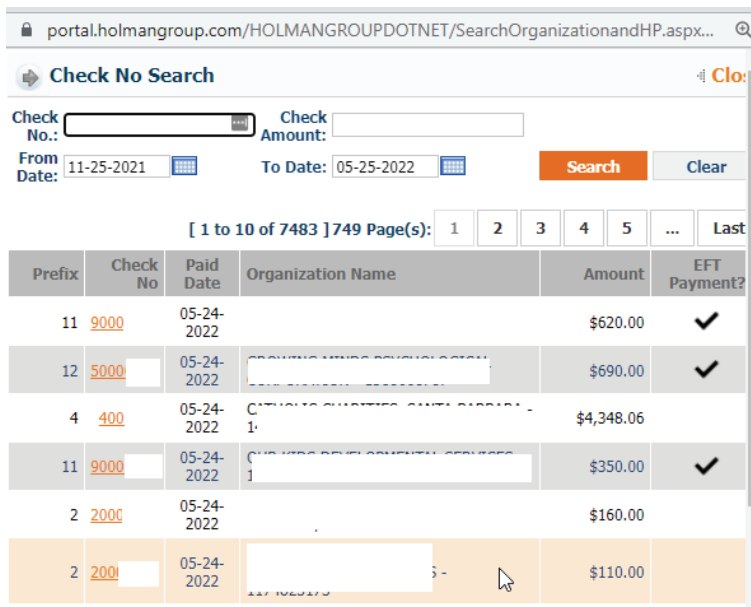
**Step 1:** Navigate to the **Payment Processing** menu bar and click the **Claims EOB** submenu.



**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.



Prefix	Check No	Paid Date	Organization Name	Amount	EFT Payment?
11	9000	05-24-2022		\$620.00	✓
12	5000	05-24-2022		\$690.00	✓
4	400	05-24-2022	CITICORP	\$4,348.06	
11	9000	05-24-2022		\$350.00	✓
2	2000	05-24-2022		\$160.00	
2	2000	05-24-2022		\$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.

