



PES Submission Claim Accept/Reject Report Download Instructions

There are 2 steps you should follow. Both steps are required to ensure a successful submission.

Step One:

- Select communication from the drop down menu
- Select Submission
- Highlight the claim form (or forms) you would like to submit
- Select Submit

Once you have completed the above process you must follow the next step.

Step Two:

- Deselect your claim form
- Select Claim Accept/Reject report from the files to receive column
- Select Submit

Once you receive a successful transmission:

- Select Communication
- View Submit Report

What should you be looking for on this report?

- Date and Time of submission - Your reports should reflect the date of your submitted files
- You should review the claims received, rejected and accepted – these reports should be the date of your submitted files

If the received and accepted are the same, then all your claims successfully made it to RI Medicaid for processing. If the received and accepted are different, there will be some claims that have rejected. You can correct those and resubmit the new modified claims.

Important

Please remember to perform the second step of this process, this will ensure that your claims will be processed.