

Print the Office Error Report (OER)

Last Modified on 07/11/2023 11:19 am
CDT

You can view and print the Office Error Report (OER) from the Reports page or the Claim Details page once you've processed claims.

Printing the OER from the Reports Menu

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Claims**.
3. Click the **Select a Report** drop-down menu and select **Office Error Report**.
4. Click the **Month** box and select the month for which to print the report.
5. Click the **Select Center** drop-down menu and select the center for which to print the OER. You can also select **All Active Centers** to print the OER for all currently active centers.
6. Click **Run**. The OER downloads as a PDF.

Printing the OER from the Claim Details Page

1. From the menu to the left, click **Claims**.
2. Select **List Claims**. The View Claims page opens.
3. Set filters for the claims to view:
 - a. Select the **All Centers** option or the **Selected Center** option. If you choose **Selected Center**, you must select a center at the top of the page.
 - b. If you operate in multiple states, click the **State** drop-down menu and select the state(s) to view. You can also select **All States**.
 - c. Click the **Claim Month** drop-down menu and select the claim month to view. You can also select **All Months**.
4. Click **Go**.
5. Click the link in the **Month** column to open the Claim Details page for the claim to view.
6. Click the **Claim Actions** drop-down menu and select **Office Error Report**. The OER downloads as a PDF.

Jess Center (123) - March 2022 Provisional

Delete

Reprocess

Meals	Free	Reduced	Paid	Total
Breakfast	0	0	0	0
AM Snack	0	0	0	0
Lunch	0	0	0	0
PM Snack	0	0	0	0
Dinner	0	0	0	0
Eve. Snack	0	0	0	0
Participated	0	1	4	5

Claim Status

Last Processed: 05/24/2022 11:28 AM

Claim Source: WebCX - Attendance

Date Paid: Not Yet Paid

Date Submitted: Not Yet Submitted

Claim Actions

Adjust Claim Counts

Office Error Report

Claim Totals

Attendance	Days	ADA	Free %	Reduce %	Paid %
3	2	2	0.00	20.00	80.00

Federal Total Amount	Federal Admin Amount	State Total Amount	State Admin Amount	Amount For Center
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00