

View Center Claims

Last Modified on 07/11/2023 11:59 am
CDT

Once you have created claims in KidKare via the Process Claims function or by manually entering claims, they are added to the View Claims page. Access this page to review, manage, and update claims as needed.

In this article:

- [View the Claims List](#)
- [View Claim Details](#)

View the Claims List

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**. Claims matching the filters you set display.

The screenshot shows the 'View Claims' page with the following filters: Selected Center (radio button selected), State (All states), and Claim Month (All Months). There are 'Go' and 'Clear Filter' buttons. Below the filters is a table with columns: #, Center Name, Month, License, Free %, Reduced %, Paid %, ADA, Total, Submitted, Paid, Adjusted, and Date/Time Processed. The table contains four rows of data for 'Jess Center' with various claim months and percentages. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

#	Center Name	Month	License	Free %	Reduced %	Paid %	ADA	Total	Submitted	Paid	Adjusted	Date/Time Processed
123	Jess Center	March 2022	Center	0.00%	0.00%	0.00%	0	\$0.00	No	No		05/24/2022 11:28 AM
123	Jess Center	July 2020	Provisional	0.00%	0.00%	100.00%	1	\$0.00	No	No		10/13/2020 03:42 PM
123	Jess Center	October 2020	Provisional	0.00%	0.00%	100.00%	1	\$0.32	No	No		01/25/2021 11:25 AM
123	Jess Center	March 2022	Provisional	0.00%	20.00%	80.00%	2	\$0.00	No	No		05/24/2022 11:28 AM

5. You can do the following in this window:
 - Click the link in the **Month** column to view claim details.
 - Click each column header to sort information in ascending or descending order.
 - Click **Filters** to customize the columns displayed on this page.

Understand Specific Columns in the List Claims Window

The following is a definition of specific columns found on the View Claims page:

- **#:** This column displays the number assigned to the center who submitted the claim.
- **Center Name:** This column displays the name of the center who submitted the claim.
- **Month:** This column displays the claim month for which the claim was submitted.
- **License:** This column displays the center's license for which the claim was submitted.
- **Details:** Click View in this column to view claim details.
- **Free %/Reduced %/Paid %:** These columns indicate the percentage of children on the claim who are reimbursed at Free, Reduced, or Paid rates.
- **ADA:** This column lists the average daily attendance reported on the claim.
- **Total:** This column lists the total dollar amount of the claim.
- **Submitted:** This column indicates whether or not you've marked this claim as submitted to the state.
- **Paid:** This column indicates whether the listed claim has been paid.
- **Adjusted:** This column indicates whether you've made any adjustments to this claim.

View Claim Details

The Claim Details window displays detailed information about claims you have processed. This includes the claim source, totals, and rates. You can also reprocess claims, print the Office Error Report, and adjust claim counts in this window.

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**. Claims matching the filters you set display.
5. Click the link in the **Month** column to open the Claim Details page for the claim to view.

View Claims > Claim Details

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

6. You can do the following in this window:
- Reprocess the claim.
 - Delete the claim.
 - Adjust claim counts.
 - Print the Office Error Report.
 - View the Claim Summary, Claim Status, Claim Totals, the Claim Error List.