



**BlueCross  
BlueShield  
of Kansas\***

# **eBilling Client User Guide**

**Special Funded**

[www.ebillingks.com](http://www.ebillingks.com)

**ADVANCE\***  
Insurance Company of Kansas<sup>SM</sup>

**eBilling Client User Guide**  
**Blue Cross and Blue Shield of Kansas**  
**Special Funded**

# Table of Contents

<i>TABLE OF CONTENTS</i> .....	2
<i>LOGGING IN TO eBILLING</i> .....	3
<i>WELCOME TO eBILLING</i> .....	3
<i>USERNAME AND PASSWORD</i> .....	4
<i>Forgot Username or Password</i> .....	5
<i>eBILLING WORKBENCH (THE HOME PAGE)</i> .....	6
<i>Tabs</i> .....	7
<i>Quick Access Resources</i> .....	7
<i>My Account, Ask a Question and Logout Buttons</i> .....	7
<i>Your Current Invoice</i> .....	9
<i>Viewing Your Invoice</i> .....	9
<i>Client Message</i> .....	11
<i>Ask a Question</i> .....	11
<i>Viewing Past Invoices</i> .....	12
<i>UNDERSTANDING YOUR INVOICE</i> .....	14
<i>Cover Letter Example</i> .....	15
<i>Billing Summary Example</i> .....	16
<i>Claims Detail Example with PHI (Personal Health Information)</i> .....	17
<i>Legend For Claims Detail</i> .....	19
<i>ADVANCED SORTING</i> .....	20
<i>ROWS PER PAGE</i> .....	25
<i>PAYMENT HISTORY</i> .....	26
<i>PRINTING INVOICES</i> .....	27
<i>CREATE REPORTS</i> .....	30
<i>MANAGING USER ACCOUNTS</i> .....	34
<i>Creating Users</i> .....	35
<i>Editing Users</i> .....	39
<i>Deleting User Accounts</i> .....	41

## Logging in to eBilling

You can access the eBilling system by going to <https://www.secureebilling.com>, or by using [www.ebillingks.com](http://www.ebillingks.com).

## Welcome to eBilling



BlueCross BlueShield  
**Kansas**

### Welcome to Blue Cross and Blue Shield of Kansas and Advance Insurance Company of Kansas eBilling

Before you login using the Username and password you have received in the mail please:

- [Take a Tour](#)
- [View the Quick Start guide](#)
- [Download User Guide](#)

If you are interested in additional training, call 1-877-284-1178

With eBilling you will be able to:

- View your bills and payment activity 24 hours a day, 7 days a week
- Make adjustments to your bill online
- Pay your bill online
- Print and export your bill
- Create customized reports
- Turn off your paper bill

Enjoy paying your bill online? BCBSKS now offers electronic enrollment to you and your groups. Remove the paperwork from benefits and contact your Blue Cross and Blue Shield of Kansas representative for more information on getting started with this new and exciting product.

 **Log in to your account**

Username\*

Password\*

[Log in](#)

[Forgot your Username? ▶](#)  
[Forgot your Password? ▶](#)

If you do not have a login please call Blue Cross and Blue Shield of Kansas at 1-800-432-3990

For questions regarding the eBilling system, call 1-877-284-1178

For questions regarding your bill, continue to call your BCBSKS or AICK membership representative indicated on your bill

**Supported Browsers**  
[Learn about Officially Supported Browsers](#)

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Blue Cross and Blue Shield of Kansas and Advance Insurance Company of Kansas serve all counties in Kansas except Johnson and Wyandotte.

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For help with technical questions, call 1-877-284-1178  
Monday through Friday, 8:30 a.m. to 5:30 p.m. ET

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## ***Username and Password***

You will be e-mailed a username and password from Blue Cross and Blue Shield of Kansas. If you have not received it, contact your Plan Administrator or email [ASO.Accounting@bcbsks.com](mailto:ASO.Accounting@bcbsks.com).

To ensure the security of your information, the first time you log into the online billing system you will be prompted to change your password and create three secret questions and answers. The password needs to be 8 to 15 characters in length and include at least one uppercase, one lowercase, and one numeric value. You will also be asked to provide an updated e-mail address to receive site notifications.

### Change My Password

New Password\*   

Confirm New Password\*

Please enter questions and answers for which only you would know the answer. The secret questions and answers will be used to confirm your account in the event that you forget your user name or password.

Secret Question 1\*

Secret Answer 1\*

Secret Question 2\*

Secret Answer 2\*

Secret Question 3\*

Secret Answer 3\*

To ensure timely notifications of new invoices and important system information, an email address is required.

Email Address\*

Confirm Email Address\*

## Forgot Username or Password

If you forget your username or password, you have three options available:

1. The preferred method is to go to [www.ebillingks.com](http://www.ebillingks.com) and click the *Forgot your Username* or *Forgot your Password* link. This option is only available if you have a valid e-mail address linked to your login. For a forgotten username you will be asked to answer one of your security questions, then your username will be emailed to you. For a forgotten password you will be emailed a security code for authentication. Once you have completed the authentication process, a new temporary password will be sent to the e-mail address on file. To ensure the security of your information, you will be prompted to change your password the first time you log in with your new password. Please create a new, unique password.



The image shows two side-by-side screenshots of web forms. The left form is titled "Request Your Username" and contains three input fields for "First Name \*", "Last Name \*", and "Email Address \*". Below these is a "Security Check \*" section with a reCAPTCHA widget and the text "I'm not a robot". At the bottom are "Cancel" and "Submit" buttons. The right form is titled "Reset Your Password" and has an "Enter your Username" input field. Below it is another "Security Check \*" section with a reCAPTCHA widget and the text "I'm not a robot". At the bottom are "Cancel" and "Submit" buttons.

2. Contact your Plan Administrator. The Plan Administrator will have full access in eBilling to manage user accounts for their group. For security and authentication, you may be asked for your security question/answer. You will be given your username and/or assigned a new temporary password. If a new password is given, you will be prompted to change your password the first time you log in with the new password. Please create a new, unique password.
3. E-mail Blue Cross and Blue Shield of Kansas at [ASO.Accounting@bcbsks.com](mailto:ASO.Accounting@bcbsks.com). For security and authentication, you may be asked for your security question/answer. You will be given your username and/or assigned a new temporary password. If a new password is given, you will be prompted to change your password the first time you log in with your new password. Please create a new, unique password.

## ***eBilling Workbench (the home page)***

Once you log in to the application (refer to page 3), the first screen you will see is the Workbench. This gives you quick access to all the functionality in the system.

Here are the four key areas you will see:

1. Tabs (left-hand side)
2. Quick Access Resources (right-hand side)
3. My Account, Ask a Question, and Logout Button (top-right drop down box)
4. Your Current Invoices (middle of screen)

The screenshot displays the eBilling Workbench home page for the user Albert Einstein. The page is titled "Home" and shows the user's last login as 10/28/2022 at 09:42:52 AM EST. The main content area is titled "Your Current Invoices" and displays an invoice for EINSTEIN SCHOOL OF PHYSICS, MPN 3518, with a total amount due of \$607,576.64. The invoice details include an issue date of 10/25/2022 and a billing period of 10/19/2022-10/25/2022. The page also features a navigation sidebar on the left with options for Home, Billing, Payments, Reports, and Users. On the right side, there are quick access resources including Carrier Resources, Stop Paper, and Messages. The user's profile dropdown menu is visible in the top right corner.

BlueCross BlueShield  
**Kansas**

eBilling Albert Einstein

Home

Your last login was 10/28/2022 at 09:42:52 AM EST

Your Current Invoices

EINSTEIN SCHOOL OF PHYSICS \$607,576.64  
MPN 3518 *Total Amount Due*

Issue Date: 10/25/2022  
Billing Period: 10/19/2022-10/25/2022

Print Invoices View Consolidated Details

Individual Invoices (6) Show Individual Invoices

Carrier Resources

For further training or support with eBilling please click the following link: [eBilling Training Videos](#)

Stop Paper

You may elect to stop receiving paper invoices in the mail.  
[Go Paperless](#)

Messages

Self-Funded Banking Change Form [Click Here](#)

NOTICE: The BCBSKS offices will be closed Thursday and Friday, November 24 and 25, for the Thanksgiving Holiday.

## 1. Tabs

On the left-hand side of the workbench, you will see five navigation tabs that appear on all screens:

 Home	<ul style="list-style-type: none"><li>• Home - This tab will return you to the home page (also referred to as the Workbench). It will show current invoices and quick access resources.</li></ul>
 Billing	<ul style="list-style-type: none"><li>• Billing – View or search self-funded invoices. ‘View Invoices’ is recommended to view consolidated invoices. Search options include current, prior, obsolete, and paid invoice statuses.</li></ul>
 Payments	<ul style="list-style-type: none"><li>• Payments – Use this tab to view your payment history. No payment accounts are saved in the self-funded system.</li></ul>
 Reports	<ul style="list-style-type: none"><li>• Reports – Users can Create Reports and view Completed Reports. See Create Reports section on page 30 for more information.</li></ul>
 Users	<ul style="list-style-type: none"><li>• Users – Create and maintain User Accounts. This option will not be displayed unless your Administrator has granted you access. Please refer to Managing Users on page 34.</li></ul>

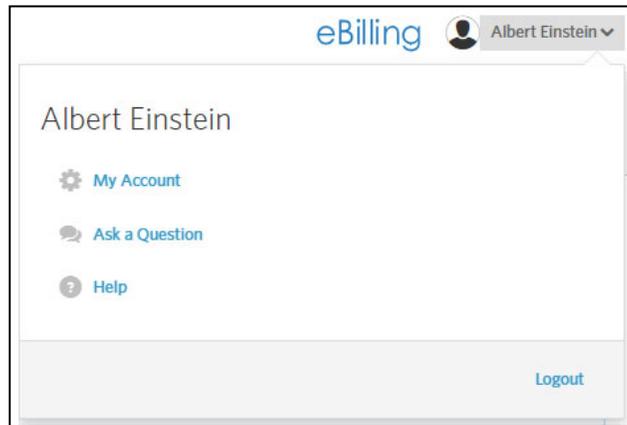
## 2. Quick Access Resources

On the right-hand side, you will find quick access resources. These resources can include Carrier Resources, Messages, Ask a Question, Payments, Scheduled Reports, and Users.

- **Carrier Resources** – You can watch a variety of eBilling videos related to invoices, payments, reporting, user accounts, and more. These are general guidance videos and not all are specific to the special funded system.
- **Client Message** – This is where you will find special messages and helpful links. Refer to page 11 for more information on Client Message.
- **Ask a Question** – Users can use this feature to send questions directly to the Special Funded Department. Refer to page 11 to learn more about this feature.
- **Payments, Scheduled Reports, and Users** – These are all quick access points for the tabs on the left-hand side. Please refer their section of the user guide for more information.

### 3. My Account, Ask a Question and Logout Buttons

In the upper right-hand corner of the online billing application is your name attached to a drop-down box.



- The [My Account](#) button will allow you to change your Password, Secret Questions, and e-mail address. You can also select which e-mail notifications you would like to receive from the eBilling client. Be sure to click the Save button for your changes to take effect.
- The [Ask a Question](#) button will allow the user to Send a message to the Blue Cross and Blue Shield of Kansas Special Funded department. After completing the form, be sure to click on the Submit button to send your message. To view BCBSKS responses you will use the Options drop down box to View/Reply to their response. See images on page 11 for a brief tutorial. Brokers will not have access to the Ask a Question feature.
- Logout – You may securely log out of the application at any time by selecting [Logout](#) or by closing your internet browser. For security reasons, BCBSKS strongly recommends you close your browser after you have logged out.

## 4. Your Current Invoice

Your current invoice will appear on the eBilling home screen. Once an invoice has been paid, it will be updated to a paid status and removed from the home screen. If you need to find past invoices, you will need to use the Billing tab to locate your desired invoices. More information on past invoices can be found on page 12 of this guide.

The screenshot shows the eBilling home screen for Albert Einstein. The main content area displays 'Your Current Invoices' for EINSTEIN SCHOOL OF PHYSICS (MPN 3518) with a total amount due of \$607,576.64. The issue date is 10/25/2022 and the billing period is 10/19/2022-10/25/2022. A yellow box highlights the 'Print Invoices' button and the 'View Consolidated Details' link. Below this, it shows 'Individual Invoices (6)' and a 'Show Individual Invoices' dropdown. The right-hand column contains 'Carrier Resources', 'Stop Paper' options, and 'Messages'.

## Viewing Your Invoice

You have three options to view your current invoices:

1. The preferred method is by selecting the **Print Invoices** button (shown above), and printing to a PDF or downloading as a CSV (Excel) document. Using this method will bring all the individual segments into one document. You also have the option to sort, add subtotals, and to remove certain sections from downloading, such as the cover letter, billing summary or claims detail.

The 'Print Options' dialog box shows the following settings: 'What format would you like for this report?' is set to 'PDF'. There are 6 invoices selected to print. The 'Choose the invoice sections to include in this report:' section has checkboxes for 'Cover Letter', 'Billing Summary', and 'Claims Detail', all of which are checked. The 'Sort By' dropdown is set to '+', and the 'Then By' dropdown is also set to '+'. The 'Order' dropdowns are set to 'Ascending'. There are also checkboxes for 'Subtotal by sorted column'.

2. You can view the current invoice by selecting **Show Individual Invoices**. This method separates the invoice into the different billing segments. If your group is billed at the master level, the main invoice will provide the total amount due, cover letter, and billing summary. The claims detail will be found under the individual invoices.

**NOTE: Even if the invoice shows a \$0.00 amount due, there may still be claims detail to view for the billings period.**

The screenshot shows the eBilling portal for Albert Einstein. The main content area displays the following information:

<b>EINSTEIN SCHOOL OF PHYSICS</b> MPN 3518	<b>\$607,576.64</b> <i>Total Amount Due</i>
Issue Date: 10/25/2022 Billing Period: 10/19/2022-10/25/2022	
<a href="#">Print Invoices</a> <a href="#">View Consolidated Details</a>	
Individual Invoices (6)	<a href="#">Show Individual Invoices</a> (highlighted)

Other visible elements include a sidebar with navigation options (Home, Billing, Payments, Reports, Users), a 'Carrier Resources' section with a link to eBilling Training Videos, a 'Stop Paper' section, and a 'Messages' section with a notice about office closures for Thanksgiving.

3. You can view the current invoice by selecting **View Consolidated Details**. This method will provide consolidated information about the cover letter, billing summary, and a listing of the claims detail.

The screenshot shows the eBilling portal for Albert Einstein. The main content area displays the following information:

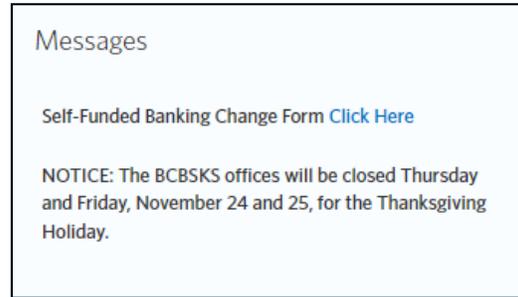
<b>EINSTEIN SCHOOL OF PHYSICS</b> MPN 3518	<b>\$607,576.64</b> <i>Total Amount Due</i>
Issue Date: 10/25/2022 Billing Period: 10/19/2022-10/25/2022	
<a href="#">Print Invoices</a> <a href="#">View Consolidated Details</a> (highlighted)	
Individual Invoices (6)	<a href="#">Show Individual Invoices</a>

Other visible elements include a sidebar with navigation options (Home, Billing, Payments, Reports, Users), a 'Carrier Resources' section with a link to eBilling Training Videos, a 'Stop Paper' section, and a 'Messages' section with a notice about office closures for Thanksgiving.

## Client Message

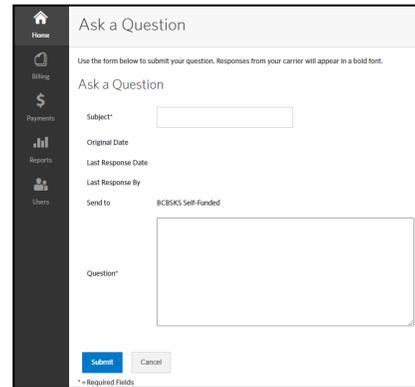
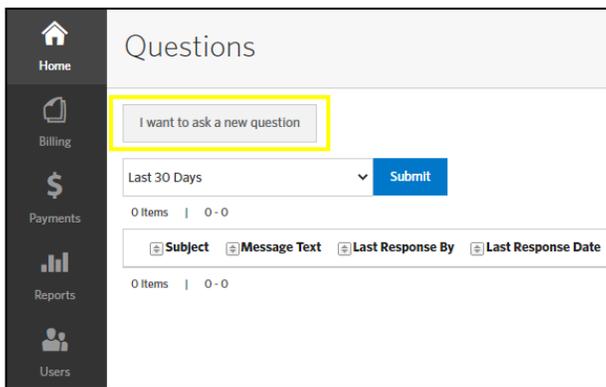
The Client Message Center will appear with the Quick-Access Resources. This is where you will find special messages and helpful links.

- The Bank Account Change Form - Links you to the banking change form on the BCBSKS website. For Special Funded accounts only.
- Important Messages will appear here from Blue Cross and Blue Shield of Kansas. (See Example)

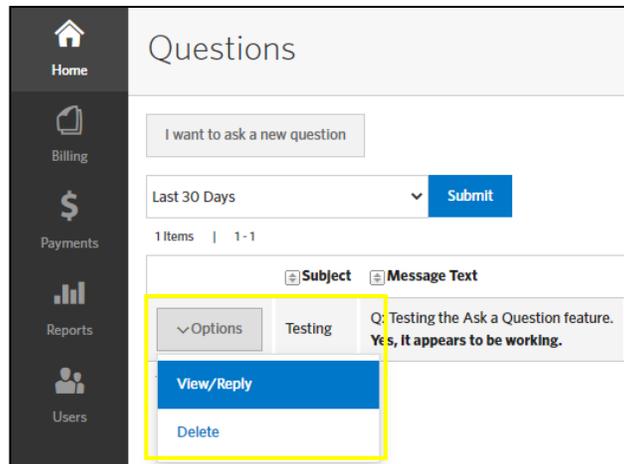


## Ask a Question

After accessing the Ask-a-Question feature, click on the **I want to ask a new question** button to make an entry. Type your question in the box provided and click **submit**. Your question will be sent through eBilling to Blue Cross and Blue Shield of Kansas.



To view BCBSKS responses you will use the Options drop down box to View/Reply to their response.



## Viewing Past Invoices

To view past invoices, use the **Billing tab** on the left-hand side. You have two options to view these invoices.

1. **View Invoices** – This is the preferred method. You can choose which invoice status you would like to view, and the complete invoice can be downloaded. See the different invoice statuses below.

**Note: The self-funded system primarily uses the Paid and Current invoice statuses. Prior and Obsolete invoices statuses are not generally used.**

Invoice Level	Billing Period	Grand Total
<a href="#">Options</a> + MPN / BCBSKSSPECIALFUNDED	10/19/2022-10/25/2022	\$607,576.64

- **Paid** – A list of all paid invoices. When eBilling receives a notice of payment from Blue Cross and Blue Shield of Kansas, it will move an unpaid invoice to Paid. These invoices could be consolidated by billing period if there is more than one invoice per group.
- **Current** – The most recent outstanding invoice. An existing invoice in this status will be moved to Prior if a new Current invoice is loaded. An existing invoice in this status will be moved to Paid if eBilling receives a notice of payment from Blue Cross and Blue Shield of Kansas.
- **Prior** – Any previous unpaid invoice. These invoices could be consolidated by billing period if there is more than one invoice per group. An unpaid invoice will be moved to Prior if eBilling does not receive a notice of payment from Blue Cross and Blue Shield of Kansas.
- **Obsolete** – If bill has been reissued for the same time period, the previous invoice will be moved to the Obsolete status. These invoices could be consolidated by billing period if there is more than one invoice per group.

A red plus sign (+) next to the invoice means there are multiple invoices or subordinate groups for the billing period, and they have a consolidated listing. You can view these invoices or subordinate groups by clicking on the (+) sign and they will be listed individually for you.

Invoice Level	Billing Period	Grand Total
<div style="border: 1px solid gray; padding: 2px;">Options</div> <span style="color: red; font-weight: bold;">+</span> MPN / BCBSKSSPECIALFUNDED	10/19/2022-10/25/2022	\$607,576.64

To collapse the expanded listed and go back to the consolidated list, click on the red minus sign (-).

Invoice Level	Billing Period	Grand Total
<div style="border: 1px solid gray; padding: 2px;">Options</div> <span style="color: red; font-weight: bold;">-</span> MPN / BCBSKSSPECIALFUNDED	10/19/2022-10/25/2022	\$607,576.64
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED /	10/19/2022-10/25/2022	\$607,576.64
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED / 0_13_AA3167 (UNIT 1)	10/19/2022-10/25/2022	\$0.00
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED / 0_13_AA3168 (UNIT 2)	10/19/2022-10/25/2022	\$0.00
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED / 0_14_AA3174 (UNIT 4)	10/19/2022-10/25/2022	\$0.00
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED / 0_14_AA3567 (UNIT 3)	10/19/2022-10/25/2022	\$0.00
<div style="border: 1px solid gray; padding: 2px;">Options</div> MPN / BCBSKSSPECIALFUNDED / 0_7_AA0010 (COBRA 2%)	10/19/2022-10/25/2022	\$0.00

- Search Invoices** – Use this method to search individual invoices rather than viewing consolidated invoices. If your group is billed at the master level, the main invoice will provide the total amount due and the claims detail will be found under the individual invoice segments.

The screenshot shows the BlueCross BlueShield Kansas portal interface. The 'Search Invoices' option is highlighted in the left sidebar. The main content area displays search results for 6 items. The results table is highlighted with a yellow border and contains the following data:

System	MPN	Bill Segment ID	Invoice Status	Billing Period	Grand Total
BCBSKS Self-Funded	MPN		Paid	10/19/2022-10/25/2022	\$607,576.64
BCBSKS Self-Funded	MPN	0_7_AA0010	Paid	10/19/2022-10/25/2022	\$0.00
BCBSKS Self-Funded	MPN	0_14_AA3567	Paid	10/19/2022-10/25/2022	\$0.00
BCBSKS Self-Funded	MPN	0_13_AA3168	Paid	10/19/2022-10/25/2022	\$0.00
BCBSKS Self-Funded	MPN	0_14_AA3174	Paid	10/19/2022-10/25/2022	\$0.00
BCBSKS Self-Funded	MPN	0_13_AA3167	Paid	10/19/2022-10/25/2022	\$0.00

## Understanding Your Invoice

After downloading an invoice, you will notice it consists of three main sections: the Cover Letter, the Billing Summary, and the Claims Detail.

- **The Cover Letter**- This is the bill. It shows the amount due for claims expense and will include any adjustments for the billings cycle. Adjustments may include, but not limited to, Stoploss Adjustments, Formulary Drug Rebates, Value Based Service Fees, COBRA Reimbursements, and Copay Max Fees. Notice the example invoice on the next page has Value Based Service Fees that have been added to the billing. The 'Grand Total' on the cover letter is what is being pulled from your bank account for the weekly billing cycle.
- **The Billing Summary**- This page is a summary of claims activity and does not include any additional charges or reimbursements. The purpose of the billings summary is to break out claims expense and show how it was applied for the billing cycle. On this page you will see a 'Total Amount Due'. This is the amount of claims expense only, prior to any cover letter adjustments. This total will carry forward to the claims expense line of the cover letter.
- **The Claims Detail**- This is a listing of all claims processed during the billing cycle.

If your group is billed by the master group level, you will receive one cover letter that consolidates all the subordinate groups into one bill. If you are billed by subordinate, you will receive a cover letter for each of the subordinate groups. You will always have one Billing Summary, which will be located under the master group number.

On the next few pages, you will see examples of a cover letter, billing summary, and claims detail.

**NOTE: If the billing cycle falls in two separate months, there will be a partial invoice showing activity from the prior month, and a second invoice showing activity for the current month. You will need to view both invoices to see the complete week. When this happens, the partial invoice will show \$0.00 for the amount due and there will not be a Cover Letter, but there will be a Billing Summary and Claims Detail for the activity that fell in the prior month.**

For example, if a billing cycle is 07/27-08/02, there will be a \$0.00 partial invoice with claims processed 07/27-07/31. The second invoice will have claims processed 08/01-08/02. The second invoice will always have the cover letter, which has the combined claims expense for both invoices plus any additional charges or reimbursements for the billing period.

Options	+ MPN073 / BCBSKSSPECIALFUNDED	08/01/2022-08/02/2022	\$494,210.69
Options	+ MPN073 / BCBSKSSPECIALFUNDED	07/27/2022-07/31/2022	\$0.00

## Cover Letter Example

	
Blue Cross Blue Shield of Kansas	
Export / Print Invoice Report	
Report Format:	PDF
Generated On:	05/13/2020 09:56:08 AM EDT
MPNXXXXXX/ BCBSKSSPECIALFUNDED / MPN # & NAME	
MPN NAME	
MPN STREET ADDRESS	
CITY KS ZIP CODE	
Bill Segment ID:	XXXXXX
Due Date:	
Issue Date:	05/12/2020
Billing Period:	05/06/2020-05/12/2020
Invoice Total:	\$385,130.51
Cover Letter Date:	05/12/2020
Plan Manager:	MPN NAME
Rep Name:	

Expense	
CLAIMS APPLIED TOWARD STOPLOSS	\$345,392.98
STOP/LOSS ADJUSTMENT	\$0.00
ADMINISTRATIVE EXPENSE	\$0.00
TOTAL	\$345,392.98
CLAIMS OVER AND UNDER PAYMENT	
OTHER ADJUSTMENT	
VALUE BASED SERVICES	\$39,737.53
GRAND TOTAL	\$385,130.51

Cover Letter

For this example, the group had \$345,392.98 in claims expense and \$39,737.53 charged for Value Based Services. Their total due for the billing cycle is \$385,130.51.

## Billing Summary Example

 							
MPNXXXXXX / BCBSKSSPECIALFUNDED / MPN # (MPN NAME) MPN NAME MPN STREET ADDRESS CITY KS ZIP CODE Bill Segment ID: XXXXX Due Date: Issue Date: 05/12/2020 Billing Period: 05/06/2020-05/12/2020 Invoice Total: \$385,130.51 Cover Letter Date: 05/12/2020 Plan Manager: MPN NAME Rep Name:							
OD03952	BILL SEGMENT ID	ALTERNATIVELY FUNDED BILLING SUMMARY	<b>INCURRED BASIS</b>				BUSINESS DATE: 05/06/2020
AL30	XXXXXX					RUN: 05/12/2020	
CLAIMS PAID FOR THE PERIOD ENDING 05/12/2020							
		CURRENT					
		01/2020-12/2020	01/2019-12/2019	01/2018-12/2018	01/2017-12/2017	01/2016-12/2016	01/2015-12/2015
SPECIFIC STOP-LOSS		150,000	150,000				
AGGREGATE STOP-LOSS							
MONTHLY AGGREGATE		NO	NO	NO	NO	NO	NO
<b>TOTAL PAYMENTS</b>		<b>398,698.90</b>	<b>8,950.89</b>	<b>1,072.00</b>			
NOT APPLIED TO STOP-LOSS (-)							
<b>OVER SPECIFIC STOP-LOSS (-)</b>		<b>47,950.96</b>	<b>15,377.85</b>				
OVER AGGREGATE STOP-LOSS (-)							
<b>APPLIED TO ASL (=)</b>		<b>350,747.94</b>	<b>6,426.96-</b>	<b>1,072.00</b>			
ADMINISTRATIVE PERCENT							
REIMBURSABLE CLAIMS		350,747.94	6,426.96-	1,072.00			
ADMINISTRATIVE CHARGE (+)							
AGGREGATE ADJUSTMENT (+)							
<b>AMOUNT DUE (=)</b>		<b>350,747.94</b>	<b>6,426.96-</b>	<b>1,072.00</b>			
COBRA CLAIMS (INCLUDED IN ABOVE TOTALS)		15.71					
						<b>TOTAL AMOUNT DUE = *** \$345,392.98 ***</b>	

The group had \$408,721.79 in claims during the billing cycle, which were claims from the 2018, 2019, and 2020 contract periods. \$63,328.81 was over the Individual Stoploss (ISL), and the group was responsible for paying \$345,392.98 in claims expense.

## Claims Detail Example with PHI (Personal Health Information):



MPNXXXXX/ BCBSKSSPECIALFUNDED / XXXXX\_2\_AA1610 (MPN NAME)  
 MPN NAME ACTIVE  
 STREET ADDRESS  
 CITY KS ZIP CODE  
 Bill Segment ID: XXXXXX\_2\_AA1610  
 Due Date:  
 Issue Date: 05/12/2020  
 Billing Period: 05/06/2020-05/12/2020  
 Invoice Total: \$0.00

Claims Detail																			
Bill Segment ID	Contract Begin Date	Lst Name	Fst Name	Insured ID	Gender	IRC	Srv Typ	Corp	Prod	Product Name	Serv Date	Pd Date	Amount Allowed	Payment Amount	Provider W/O	Over Spec SL	Payment Access Fee	ITS Recovery Amount	
XXXXXXAA1610	01/01/2020				M	19	1	2	04	MEDICAL - BS	04/29/2020	05/11/2020	\$174.19	\$0.00	\$50.81	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/06/2020	05/11/2020	\$8.66	\$8.66	\$27.33	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/03/2020	05/11/2020	\$44.16	\$44.16	\$74.83	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/04/2020	05/11/2020	\$1.53	\$0.00	\$11.86	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/08/2020	05/11/2020	\$5.59	\$0.00	\$39.40	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/08/2020	05/11/2020	\$14.01	\$14.01	\$10.98	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/08/2020	05/11/2020	\$12.91	\$0.00	\$17.08	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				M	01	D	2	03	DRUG	05/03/2020	05/11/2020	\$9.34	\$0.00	\$61.66	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				M	01	D	2	03	DRUG	05/04/2020	05/11/2020	\$55.56	\$0.00	\$105.70	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	1	2	04	MEDICAL - BS	04/27/2020	05/11/2020	\$54.59	\$0.00	\$10.41	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/04/2020	05/11/2020	\$68.04	\$0.00	\$292.13	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/04/2020	05/11/2020	\$44.21	\$0.00	\$1.45	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	D	2	03	DRUG	05/04/2020	05/11/2020	\$19.07	\$0.00	\$49.85	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	19	1	2	04	MEDICAL - BS	04/27/2020	05/11/2020	\$38.20	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	
XXXXXXAA1610	01/01/2020				F	18	2	2	04	MEDICAL - BS	04/20/2020	05/11/2020	\$9.18	\$0.00	\$6.82	\$0.00	\$0.00	\$0.00	



**BlueCross  
BlueShield  
of Kansas**

**ADVANCE**  
Insurance Company of Kansas

Claims Detail

* Bill Segment ID	Contract Begin Date	Lst Name	Fst Name	Insured ID	Gender	IRC	Srv Typ	Corp	Prod	Product Name	Serv Date	Pd Date	Amount Allowed	Payment Amount	Provider W/O	Over Spec SL	Payment Access Fee	ITS Recovery Amount
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/20/2020	05/11/2020	\$8.14	\$0.00	\$43.06	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/20/2020	05/11/2020	\$10.61	\$0.00	\$38.08	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/20/2020	05/11/2020	\$18.51	\$0.00	\$36.21	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/20/2020	05/11/2020	\$19.51	\$0.00	\$53.03	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	1	2	04	MEDICAL - BS	04/22/2020	05/11/2020	\$77.60	\$77.60	\$47.40	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				M	01	D	2	63	DRUG	05/02/2020	05/11/2020	\$12.34	\$0.00	\$182.55	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	1	2	04	MEDICAL - BS	03/23/2020	05/11/2020	\$97.66	\$0.00	\$27.34	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	H	2	04	MEDICAL - BS	04/24/2020	05/11/2020	\$59.98	\$0.00	\$70.02	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				M	01	D	2	63	DRUG	05/03/2020	05/11/2020	\$3.48	\$0.00	\$24.91	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				M	01	D	2	63	DRUG	05/03/2020	05/11/2020	\$4.37	\$0.00	\$31.62	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	D	2	63	DRUG	04/23/2020	04/29/2020	(\$17.60)	\$0.00	(\$31.29)	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	D	2	63	DRUG	05/05/2020	05/11/2020	\$12.08	\$0.00	\$179.71	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/24/2020	05/11/2020	\$17.51	\$0.00	\$22.49	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	5	2	04	MEDICAL - BS	04/24/2020	05/11/2020	\$55.62	\$0.00	\$34.38	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	1	2	04	MEDICAL - BS	04/24/2020	05/11/2020	\$81.74	\$0.00	\$13.26	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	1	2	04	MEDICAL - BS	04/29/2020	05/11/2020	\$93.08	\$93.08	\$46.92	\$0.00	\$0.00	\$0.00
XXXXXXAA1610	01/01/2020				F	18	D	2	63	DRUG	05/02/2020	05/11/2020	\$14.60	\$0.00	\$237.39	\$0.00	\$0.00	\$0.00
Subtotal for Bill Segment ID XXXXXAA1610													\$1,128.47	\$237.51	\$1,829.18	\$0.00		
Grand Total													\$1,128.47	\$237.51	\$1,829.18	\$0.00		

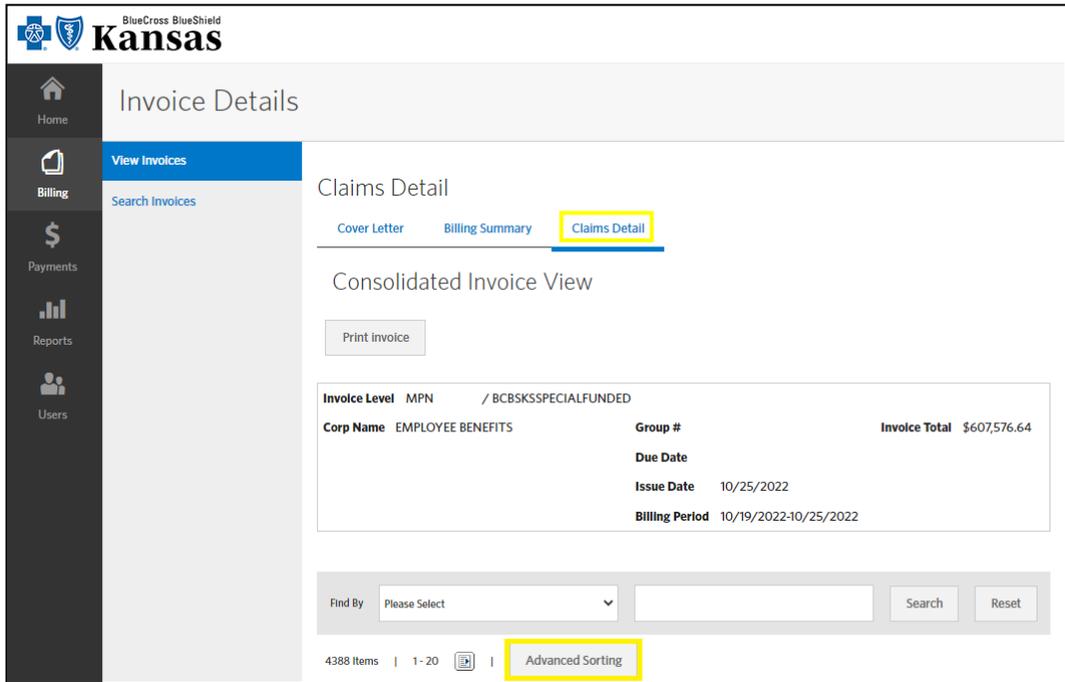
\* - CLAIM NOT APPLIED TOWARD STOP-LOSS

## LEGEND OF CODES ON DETAIL CLAIMS LISTING

TYPE SERVICE CODES (Serv Typ)		SEX/RELATIONSHIP (IRC)		PRODUCT CODE (Prod)	
Code	Definition	Code	Definition	Code	Definition
1C	Inpatient Medical	01	Spouse	01	Basic/Major Medical Rider
2C	Inpatient Surgical	05	Grandchild	02	Major Medical Rider
3C	Inpatient Maternity	07	Nephew/Niece	03	Dental (see codes 24 thru 26)
4C	Outpatient Medical	08	Cousin	04	Comprehensive Major Medical
5C	Outpatient Surgical	09	Adopted Child	05	Vision
6C	Outpatient Accident	10	Foster Child	06	Drugs (see codes 63 thru 66)
7C	Plan 65 Inpatient Medical	14	Sibling	07	Shared Pay Comprehensive
8C	Plan 65 Inpatient Surgical	15	Ward	09	Cancer
9C	Plan 65 Outpatient	17	Step Child	10	Blue Select
1	Medical Care	18	Self	11	Basic Blue
2	Surgery	19	Child	12	Office Visit Copay
3	Consultation	24	Dependent of Minor	20	Affordablue
4	Diagnostic X-ray	38	Collateral Dependent	22	Healthy Blue
5	Diagnostic Laboratory	39	Organ Donor	24	Dental -Building Block
6	Radiation Therapy	40	Cadaver Donor	25	Dental - Comprehensive
7	Dental	53	Domestic Partner	26	Dental - Shared Pay
8	Assistant Surgery	G8	Other Relative	27	Dental - Voluntary
9	Misc Medical Care, Hospice or Renal Supply	SM	Surrogate Mother	61	Plan 65
0	Blood			63	Drugs - BlueRx Card
A	DME - Used			64	Drugs - BlueRx Direct
C	Conductive Anesthesia			65	Drugs - BlueRx Rider
D	Drugs			66	Drugs - BlueRx Shared Pay
F	Ambulatory Surgical Center			88	ITS Denied Claims Recovery Fee (AL&GL Systems)
G	Anesthesia				
H	Diagnostic X-ray PC				
K	Diagnostic Lab - TC				
L	Diagnostic Laboratory PC				
M	Maternity				
N	Kidney Donor				
T	Diagnostic X-ray TC				
W	DME - Rental				
X	DME - Purchase				
Y	Radiation Therapy - PC				
		<b>CORPORATION CODE (Corp)</b>			
		Code	Definition		
		1	Blue Cross		
		2	Blue Shield		
		4	All Blue		
		5	ITS Institutional (Cross)		
		6	ITS Professional (Shield)		

## Advanced Sorting

Advanced sorting is a feature available under the Claims Detail tab of the Invoice screen. It allows you to sort and subtotal up to four different columns.



By clicking on the Advanced Sorting button, you will get the following box:

### Advanced Sorting

Create a new sort order

Sort by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column

Include grand total

Items per page: 20

The Advance Sorting option works similar to the sorting option in Microsoft Excel. The first sort option will break the Claims Detail into large groups of records. The next sort option will then break each of the large groups down into smaller groups. You can have up to four sorts and you can subtotal each of those sorts by checking the "Subtotal by sorted column" box.

To create a sort:

1. Click the **Advanced Sorting** button on the Claims Detail tab.
2. Click the drop-down arrow in the box next to "Sort by" and choose the column you wish to sort by.

3. Click the drop-down arrow in the next box and choose how you want the sort displayed – ascending or descending order. This box is defaulted to ascending and does not need to be clicked on if you want ascending order.

4. If you want a subtotal of this sort, click on the **Subtotal by sorted column** box.

Create a new sort order

Sort by    Subtotal by sorted column

Then by    Subtotal by sorted column

Then by    Subtotal by sorted column

Then by    Subtotal by sorted column

Include grand total

Items per page

5. If you want another sort option, click on the drop down arrow in the next row down and choose the column you wish to sort by.

Create a new sort order

Sort by    Subtotal by sorted column

Then by    Subtotal by sorted column

Then by    Subtotal by sorted column

Then by    Subtotal by sorted column

Include grand total

Items per page

- Select --
- \*
- Bill Segment ID
- Contract Begin Date
- Lst Name
- Fst Name
- Insured ID
- Gender
- IRC
- Srv Typ
- Corp
- Prod
- Product Name
- Serv Date
- Pd Date
- Amount Allowed

6. For sort order and subtotal options, repeat steps 3 and 4 on the desired sort line.
7. If you want to include a grand total at the end invoice, click on the **Include Grand Total** box.

Create a new sort order

Sort by	Bill Segment ID	Ascending	<input checked="" type="checkbox"/> Subtotal by sorted column
Then by	Fst Name	Ascending	<input checked="" type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column

Include grand total

Items per page: 20

[View](#) [Save as sort template](#) [Reset](#) [Cancel](#)

8. If you want to save this sort to apply on other invoices, click on the **Save as Sort Template** button.

Create a new sort order

Sort by	Bill Segment ID	Ascending	<input checked="" type="checkbox"/> Subtotal by sorted column
Then by	Fst Name	Ascending	<input checked="" type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column
Then by	-- Select --	Ascending	<input type="checkbox"/> Subtotal by sorted column

Include grand total

Items per page: 20

[View](#) [Save as sort template](#) [Reset](#) [Cancel](#)

9. Next, name your sort template and click **Save**. You can click the Cancel button to discontinue with the save. When you click Save, the application will apply your sort.

The screenshot shows a dialog box titled "Save as a sort template". Below the title is the instruction "Save your selected sort order with a given name to use in the future". A note indicates "\* = Required Fields". There is a "Name\*" field with the text "Sub ID, Fst Name" entered, which is highlighted with a yellow border. At the bottom of the dialog are two buttons: "Save" (highlighted in blue) and "Cancel".

10. If you do not want to save your sort options, click the **View** button and the sort will be applied to the invoice.

The screenshot shows a dialog box titled "Create a new sort order". It contains several configuration options: "Sort by" (Bill Segment ID), "Ascending" (checked), "Subtotal by sorted column" (checked); "Then by" (Fst Name), "Ascending" (checked), "Subtotal by sorted column" (checked); "Then by" (-- Select --), "Ascending" (checked), "Subtotal by sorted column" (unchecked); "Then by" (-- Select --), "Ascending" (checked), "Subtotal by sorted column" (unchecked); and "Include grand total" (checked). There is also an "Items per page" dropdown set to "20". At the bottom are four buttons: "View" (highlighted in blue), "Save as sort template", "Reset", and "Cancel".

If you have saved sort templates, you can apply, edit or delete by clicking on the **Advanced Sorting** button.

To close the boxes in the Advanced Sorting without applying the sort or changes, click the X button or the Cancel button.

The Advanced Sorting is an online functionality only. See the Printing Invoices section for additional information on downloading your invoices.

## Rows Per Page

The number of rows on the page is defaulted to 20. You can change the number of rows or records displayed on each page by clicking on the **Advanced Sorting** button.

**Advanced Sorting** ✕

Create a new sort order

Sort by -- Select -- Ascending  Subtotal by sorted column

Then by -- Select -- Ascending  Subtotal by sorted column

Then by -- Select -- Ascending  Subtotal by sorted column

Then by -- Select -- Ascending  Subtotal by sorted column

Include grand total

Items per page 20

**View** Save as sort template Reset Cancel

By clicking on the **Items Per Page** drop down box; you will be given options to display 10, 20, 60, 75 and 100 rows per page.

These rows per page will not affect your current sort or any saved sort.

## Payment History

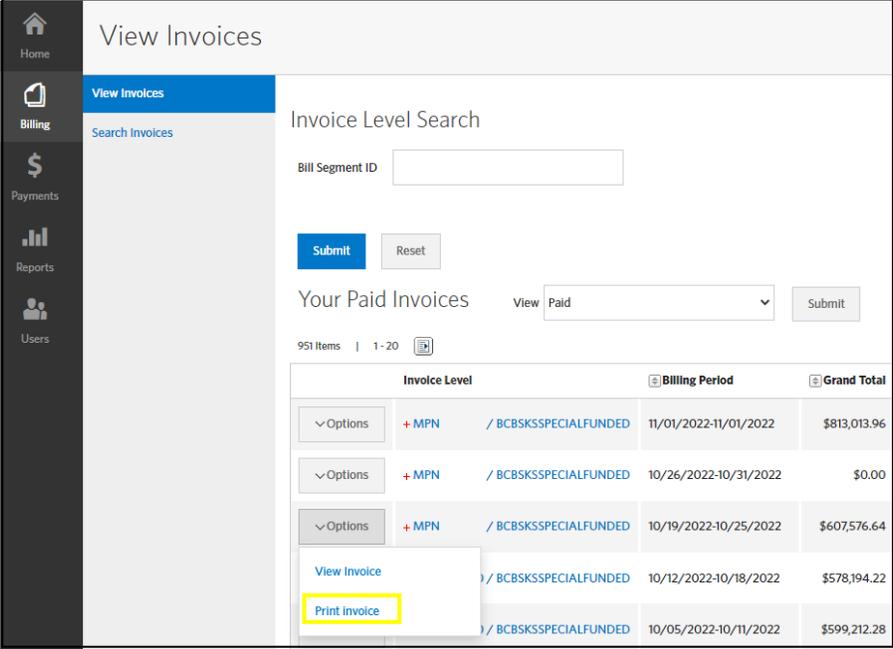
Under the Payments tab, you will be able to access the Payment History feature. Payment accounts are not saved in the self funded eBilling system.

You can narrow your search to 30 Days, 60 Days, 90 Days or enter a date range to search by Invoice Date, Payment date or Received Date. Enter the Group#/subordinate to narrow your search or leave blank to receive all Group and subordinates that you are authorized to view. Then click on Submit. You will be provided the list of payments that meet your selected criteria.

Search Results						
Payment Accounts						
Payment History						
Pending Payments						
Bill Segment ID	Invoice Status	Billing Period	Grand Total	Payment Amount	Payment Status	Post Date
	Paid	10/19/2022-10/25/2022	\$607,576.64		Paid	10/28/2022
	Paid	10/12/2022-10/18/2022	\$578,194.22		Paid	10/21/2022
	Paid	10/05/2022-10/11/2022	\$599,212.28		Paid	10/14/2022
	Paid	10/01/2022-10/04/2022	\$492,799.76		Paid	10/07/2022
	Paid	09/28/2022-09/30/2022	\$0.00		Paid	10/07/2022
	Paid	09/21/2022-09/27/2022	\$487,313.27		Paid	09/30/2022

## Printing Invoices

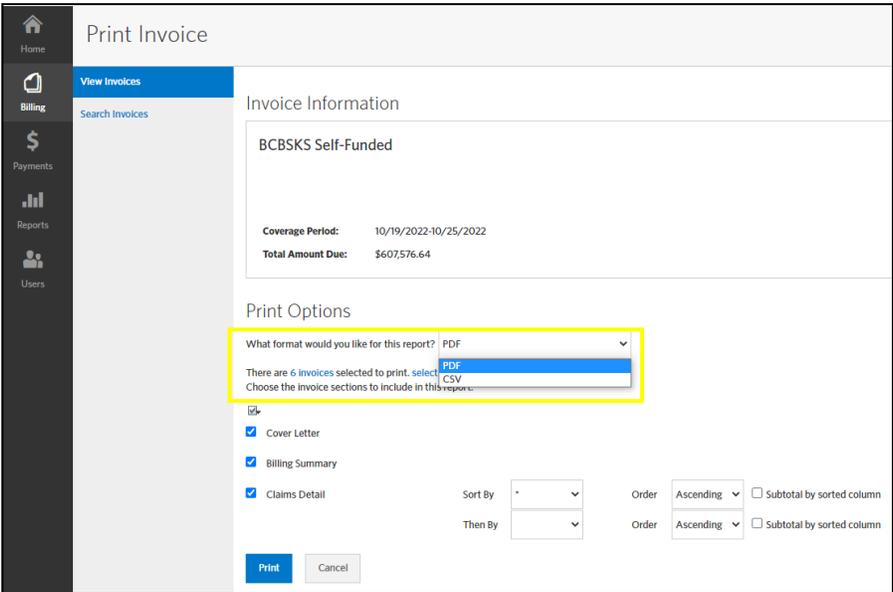
Once you have selected your invoice it can be printed by using the options drop-down box and selecting **Print Invoice**. You will be taken to the Print Invoice screen to view your available print options.



The screenshot shows the 'View Invoices' interface. On the left is a navigation sidebar with icons for Home, View Invoices, Billing, Payments, Reports, and Users. The main content area is titled 'View Invoices' and contains an 'Invoice Level Search' section with a 'Bill Segment ID' input field and 'Submit' and 'Reset' buttons. Below this is a 'Your Paid Invoices' section with a 'View' dropdown set to 'Paid' and a 'Submit' button. A table displays a list of invoices with columns for 'Invoice Level', 'Billing Period', and 'Grand Total'. The table contains five rows of data. A dropdown menu is open over the second row, showing 'View Invoice' and 'Print Invoice' options, with 'Print Invoice' highlighted by a yellow box.

Invoice Level	Billing Period	Grand Total
+ MPN / BCBSKSSPECIALFUNDED	11/01/2022-11/01/2022	\$813,013.96
+ MPN / BCBSKSSPECIALFUNDED	10/26/2022-10/31/2022	\$0.00
+ MPN / BCBSKSSPECIALFUNDED	10/19/2022-10/25/2022	\$607,576.64
+ MPN / BCBSKSSPECIALFUNDED	10/12/2022-10/18/2022	\$578,194.22
+ MPN / BCBSKSSPECIALFUNDED	10/05/2022-10/11/2022	\$599,212.28

On the Print Invoice screen, you will need to select the format you want the report returned in. You can print it to a PDF or download it as a CSV file.



The screenshot shows the 'Print Invoice' interface. On the left is the same navigation sidebar as in the previous screenshot. The main content area is titled 'Print Invoice' and contains an 'Invoice Information' section with the text 'BCBSKS Self-Funded'. Below this, it shows 'Coverage Period: 10/19/2022-10/25/2022' and 'Total Amount Due: \$607,576.64'. The 'Print Options' section includes a dropdown menu for 'What format would you like for this report?' with 'PDF' selected and 'CSV' as an alternative option. Below the dropdown are several checkboxes: 'Cover Letter' (checked), 'Billing Summary' (checked), and 'Claims Detail' (checked). There are also 'Sort By' and 'Then By' dropdowns, and 'Order' dropdowns set to 'Ascending'. At the bottom are 'Print' and 'Cancel' buttons.

The CSV format is a spreadsheet file. It allows you to manipulate and alter the data as you need to. Make sure you download and save the file to your computer so you can save any changes you make to the file. The PDF format is used with Adobe Acrobat and displays your data in a report. This data cannot be altered. You can also save this file to your computer.

After selecting how you would like to receive your report, you can choose which invoice segments you would like to print. Printing the full invoice is default, but if you only want certain segments, you can choose the Select Invoices option to choose what portions you'd like to print. If you wish to download the entire invoice, you may skip this step.

### Print Options

What format would you like for this report? PDF

There are 6 invoices selected to print. [select invoices](#)  
Choose the invoice sections to include in this report:

Cover Letter

Billing Summary

Claims Detail

Sort By: \*      Order: Ascending       Subtotal by sorted column

Then By:      Order: Ascending       Subtotal by sorted column

**Print**      Cancel

### Select Invoices to Print

Show 25 entries      Search:

<input checked="" type="checkbox"/>	Invoice #	Invoice Level	Amount Due	Invoice Date	Billing Period
<input checked="" type="checkbox"/>	1910		\$607,576.64	10/25/2022	10/19/2022-10/25/2022
<input checked="" type="checkbox"/>	1910AA3167	1910 / BCBSKSSPECIALFUNDED / 1910_13_AA3167(UNIT 1)	\$0.00	10/25/2022	10/19/2022-10/25/2022
<input checked="" type="checkbox"/>	1910AA3168	1910 / BCBSKSSPECIALFUNDED / 1910_13_AA3168(UNIT 2)	\$0.00	10/25/2022	10/19/2022-10/25/2022
<input checked="" type="checkbox"/>	1910 AA3174	1910 / BCBSKSSPECIALFUNDED / 1910_14_AA3174(UNIT 4)	\$0.00	10/25/2022	10/19/2022-10/25/2022
<input checked="" type="checkbox"/>	1910AA3567	1910 / BCBSKSSPECIALFUNDED / 1910_14_AA3567(UNIT 3)	\$0.00	10/25/2022	10/19/2022-10/25/2022
<input checked="" type="checkbox"/>	AA0010	1910 / BCBSKSSPECIALFUNDED / 1910_7_AA0010(COBRA 2%)	\$0.00	10/25/2022	10/19/2022-10/25/2022

Showing 1 to 6 of 6 entries      First      Previous      1      Next      Last

**Done**

Once you select the invoices you want, you can select which parts of the invoice you would like to print: The Cover Letter, Billing Summary, and/or the Claims Detail. You can select any combination of the three or include them all. You have primary and secondary sort options available when printing the Claims Detail invoice section. You can sort by any of the columns in ascending order (A, B, C, D... or 0, 1, 2, 3...) or in descending order (Z, Y, X, W... or 9, 8, 7, 6...). By clicking on the Subtotal by Column option, your report will also have the money columns automatically totaled for each of your selected sorted columns. For instance, if you sorted by Insured ID, you would have a subtotal for each ID in your report. When you have made your choices, click the **Print** button.

### Print Options

What format would you like for this report? PDF

There are 6 invoices selected to print. [select invoices](#)

Choose the invoice sections to include in this report:

Cover Letter  
 Billing Summary  
 Claims Detail

Sort By \*

Then By

Order Ascending

Order Ascending

Subtotal by sorted column

Subtotal by sorted column

Print
Cancel

After selecting Print, you will be taken to the Completed Reports screen. If your report still shows the status as Pending or Running, you will need to click on the **Refresh** link just above the Completed Reports list. The Refresh button will update your screen. Once your report shows Completed in the status column, it is ready to view or download.

Refresh Reports

1 Items | 1 - 1

	Report Name	Status	Date	Format	Size
<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">v</span> Options           </div>	Export / Print Invoice Report	COMPLETE	11/09/2022 03:59:06 PM ET	PDF	2.0 Mb

Download  
Delete

Reports will be automatically deleted.

## Creating Reports

To Create a report, you will use the Reports tab, and select **Create Report**. This section allows you to create the following reports:

- Group Stop-Loss Summary
- Monthly Cobra/State Continuation
- Monthly Enrollment
- Monthly Stop Loss
- Value Based Services Member Detail Report
- Payment Report

BlueCross BlueShield  
**Kansas**

Home  
Billing  
Payments  
**Reports**  
Users

### Create Reports

Skip to [Invoice Reports](#) | [Payment Reports](#)

#### Invoice Reports

Options	<b>Group Stop-Loss Summary</b>	OD-04112
Options	<b>Monthly COBRA/State Continuation Report</b>	OD-15994
Options	<b>Monthly Enrollment Report</b>	OD-13852
Options	<b>Monthly Stop-Loss Report</b>	OD-13853
Options	<b>Value Based Services Member Detail Report</b>	OD-24199

[Back to Top](#)

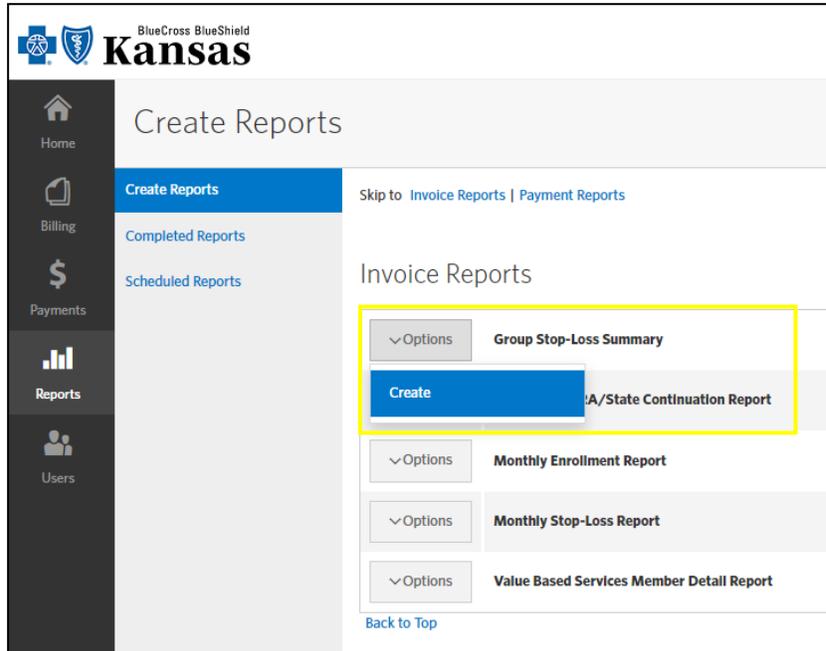
#### Payment Reports

Options	<b>Payment Report</b>	A report detailing all payments
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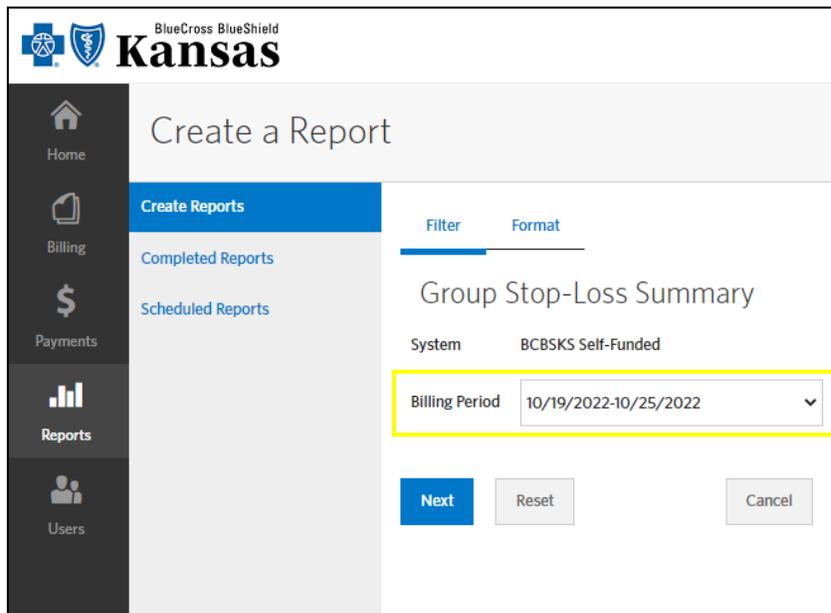
[Back to Top](#)

Follow these steps to create a report:

1. Click the **Options** box next to the report name and select **Create**.



The Create a Report screen will appear with filter options. See the image below as we pull a Group Stop-Loss Summary report:



2. Choose the Billing Period from the drop-down box you would like displayed on the report. **Not all date ranges are available for each report.** For instance, a monthly report is only available for date ranges that span a month. Those reports will have the word Monthly in their names. The other reports are produced on a weekly basis and are only available in week long date ranges. In cases where the month does not end on a Tuesday, short weeks will be available options for the weekly reports. Be sure to select the correct date range for the report you are creating.

**For the Value Based Services Report**, you will want to select the week in which the VBS fees were billed. You also must select the correct invoice status. If the either of those two fields are incorrect, the report will come up blank and you will need to adjust your search criteria and try again.

3. Click **Next** to take you to the formatting options. Cancel will take you back to the report listing and Reset will allow you to change your criteria.
4. Select the formatting options for the report.

Report Format

Create Reports

Completed Reports

Scheduled Reports

Filter Format

Group Stop-Loss Summary

Report Format CSV

Report Name CSV PDF

Schedule Report (All scheduled reports will be available to review every morning by 8 am ET)

Run this report on a regular schedule

Maintain report duration until

Run report every -- Select --

Submit Back Cancel

**CSV** – this option is used to download the report into a spreadsheet program for manipulation.

**PDF** – This option provides an Adobe Acrobat file that is easy for viewing and printing. This option does require at least Adobe Acrobat Reader.

5. Click **Submit** at the bottom of the page. You will automatically be taken to the Completed Reports screen.

## Completed Reports

Create Reports

**Completed Reports**

Scheduled Reports

Incomplete reports will be refreshed every 30 seconds. The **'Refresh Reports'** button is also available to refresh the list on demand. Please use 'Scheduled Reports' for larger reports since they can take longer to run.

[Refresh Reports](#)

1 Items | 1 - 1

Report Name	Status	Date	Format	Size
Group Stop-Loss Summary	RUNNING	10/31/2022 04:03:25 PM ET	PDF	0 Kb

1 Items | 1 - 1

Please note: Reports older than 3 days will be automatically deleted.

Your report will display a status of RUNNING, PENDING or COMPLETED. If your status shows RUNNING or PENDING, you will need to click the Refresh button in order to update the screen with the current status. **Do not use the REFRESH button on your internet browser. It has been disabled through this program and will create an error.**

Once the Status shows COMPLETED, you may choose to download or delete the report. After reviewing the report, you have the option of clearing out the report by selecting the Delete link next to the report you wish to remove. Reports will be stored up to 3 days. To sort the completed reports, click the ascending/descending button above any of the column headings.

## Completed Reports

Create Reports

**Completed Reports**

Scheduled Reports

Incomplete reports will be refreshed every 30 seconds. The **'Refresh Reports'** button is also available to refresh the list on demand. Please use 'Scheduled Reports' for larger reports since they can take longer to run.

[Refresh Reports](#)

1 Items | 1 - 1

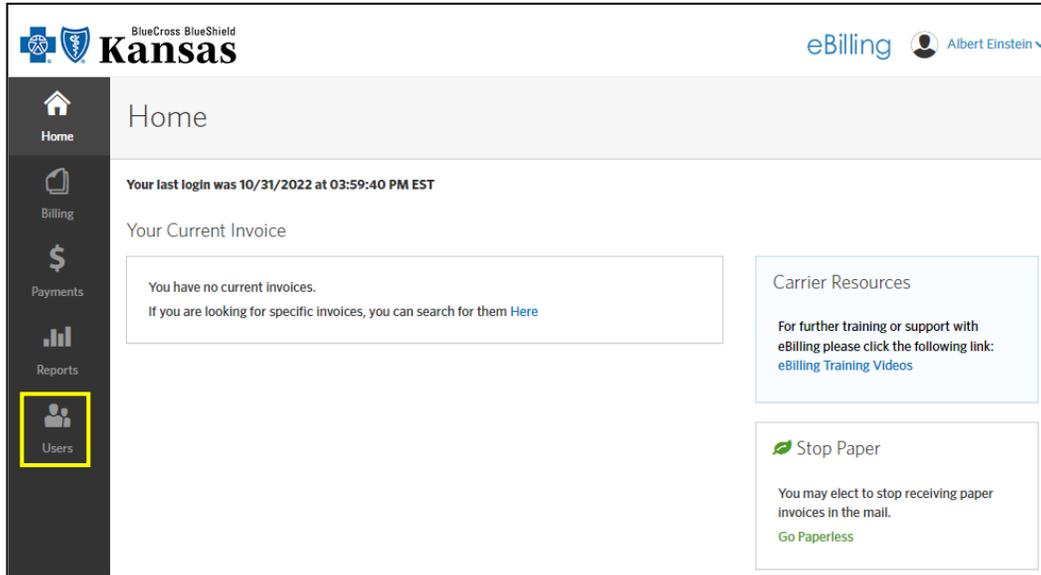
Report Name	Status	Date	Format	Size
Group Stop-Loss Summary	COMPLETE	10/31/2022 04:03:25 PM ET	PDF	10 Kb

1 Items | 1 - 1

Please note: Reports older than 3 days will be automatically deleted.

## Managing User Accounts

You must be a **Plan Administrator** or **Billing Security Administrator** or have been given the authority to have access to **Manage Users**. If you are a **View Only Client**, the **Manage Users** button will not be available on your **Workbench**.



BlueCross BlueShield  
**Kansas**

eBilling Albert Einstein

Home

Your last login was 10/31/2022 at 03:59:40 PM EST

Your Current Invoice

You have no current invoices.  
If you are looking for specific invoices, you can search for them [Here](#)

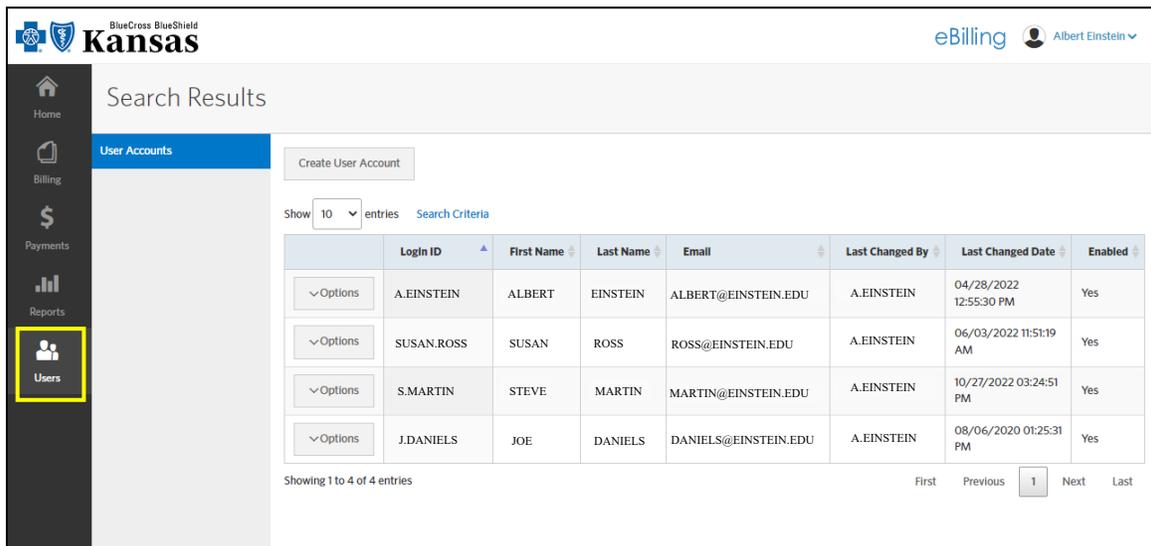
Carrier Resources

For further training or support with eBilling please click the following link:  
[eBilling Training Videos](#)

Stop Paper

You may elect to stop receiving paper invoices in the mail.  
[Go Paperless](#)

Under the **Users** tab, you can view and manage user profiles, as well as add new users to the application. All users for your company will display in a table under **User Accounts**.



BlueCross BlueShield  
**Kansas**

eBilling Albert Einstein

Home

User Accounts

Create User Account

Show 10 entries Search Criteria

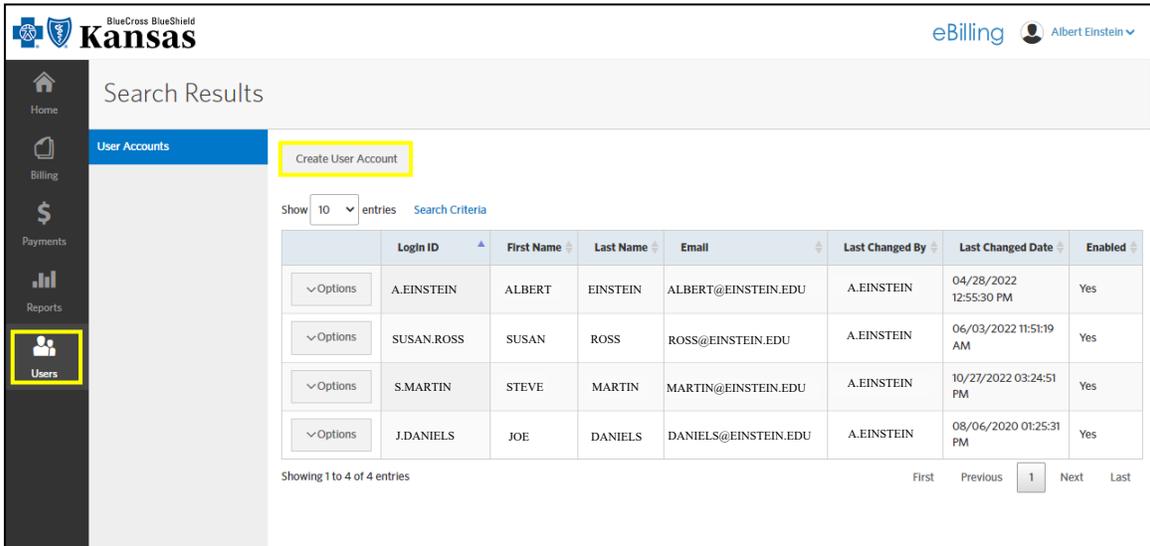
	Login ID	First Name	Last Name	Email	Last Changed By	Last Changed Date	Enabled
Options	A.EINSTEIN	ALBERT	EINSTEIN	ALBERT@EINSTEIN.EDU	A.EINSTEIN	04/28/2022 12:55:30 PM	Yes
Options	SUSAN.ROSS	SUSAN	ROSS	ROSS@EINSTEIN.EDU	A.EINSTEIN	06/03/2022 11:51:19 AM	Yes
Options	S.MARTIN	STEVE	MARTIN	MARTIN@EINSTEIN.EDU	A.EINSTEIN	10/27/2022 03:24:51 PM	Yes
Options	J.DANIELS	JOE	DANIELS	DANIELS@EINSTEIN.EDU	A.EINSTEIN	08/06/2020 01:25:31 PM	Yes

Showing 1 to 4 of 4 entries

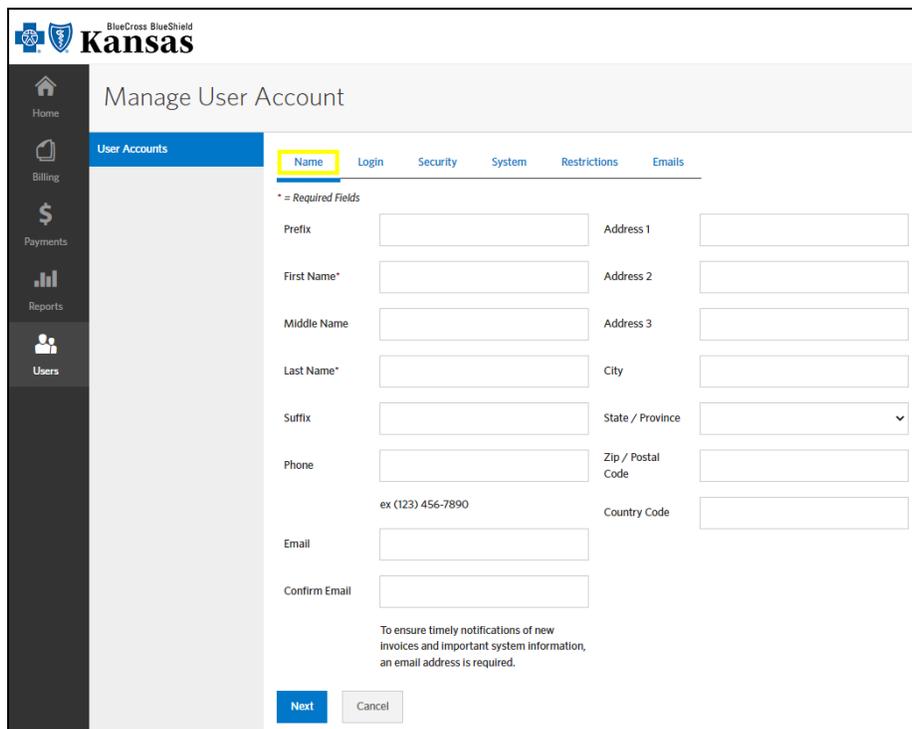
First Previous 1 Next Last

# Creating Users

1. Under the Users tab, select the **Create User Account** button.



2. The Name tab will display. Fill in the applicable fields. Please note the required fields (\*) and then select the **Next** button when finished. If you do not enter an e-mail address on this page, you will not be able to select email notifications under the Emails tab or be able to use the forgot username/password features mentioned earlier.



- Next is the Login tab. Create a Username, temporary password, and verify the Enable Login is checked. The username must be a minimum of 8 characters in length. Select the **Next** button when finished. If the Username you have created is not available, you will be prompted to create a different one before you can continue.

**New User**

\* = Required Fields

Username\*  ?  
*The minimum username complexity standards have been increased to protect your security. Please select the "?" to see the latest guidelines.*

Password\*  ?  
*The minimum password complexity standards have been increased to protect your security. Please select the "?" to see the latest guidelines.*

Confirm Password\*

Hr Admin ID

Enable Login

Disable Login Reason

Effective Dates

Note: If Effective Dates are not entered, the login will always be effective (Unless disabled via other means)

Start  ?  
 (mm/dd/yyyy)

End  ?  
 (mm/dd/yyyy)

**Next** Back Cancel

- Select the user's Security Group and select the **Next** button when finished.

**Special Funded Full Access Client:** Allows the user full functionality of the system. This includes accessing invoices with claims detail, creating reports, and managing users.

**Special Funded Client View only:** Limits the user restrictions to viewing invoices and creating reports only. They do not have the ability to manage users.

**Financial Client:** This is the most restrictive and allows access to the cover letter and billing summary only. The user cannot see claims detail, create reports, or manage users.

Select the user's security access.

3 Items

Enable	User Security	Description
<input type="checkbox"/>	Special Funded Client View only	View Only Access for SF client users
<input type="checkbox"/>	Special Funded Financial Client	Special Funded Financial Client
<input type="checkbox"/>	Special Funded Full Access Client	Special Funded Full Access Client

3 Items

**Next** Back Cancel

- Under the system tab, select **BCBSKS Self-Funded**. Select **Next** button when finished.

Name Login Security **System** Restrictions Emails

1 Items

BCBSKS Self-Funded

1 Items

**Next** Back Cancel

- Select if you want the user to have access to all invoices categories, or the ability to view only certain categories. If you wish for them to have limited access, select which categories you want them to access. Select the **Next** button when finished.

Name Login Security System **Restrictions** Emails

User has access to all invoice categories

User has access to the following invoice categories

System: BCBSKS Self-Funded

Show 10 entries Filter results:

<input checked="" type="checkbox"/>	MPN	BCBSKSSPECIALFUNDED	Bill Segment ID
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910 EMPLOYEE BENEFITS
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10 EMPLOYEE BENEFITS
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3379 EMPLOYEE BENEFITS
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3380 1910 - UNIT 18
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3381 1910 - UNIT 19
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3382 1910 - UNIT 20
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3383 1910 - UNIT 21
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3384 1910 - UNIT 22
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3385 1910 - UNIT 23
<input type="checkbox"/>		BCBSKSSPECIALFUNDED	1910_10_AA3386 1910 - UNIT 24

Showing 1 to 10 of 93 entries First Previous **1** 2 3 4 5 ... 10 Next Last

**Next** Back Cancel

7. Select which email notifications you would like the user to receive. It is recommended that you select **Send email when new invoices are ready for review**. This is the notification that is sent each time a new invoice is loaded to the system and will remind them to login and view the invoice. Providing an email is optional, however if you do not provide one, you will not be able to select any of these notifications. If an email address is not provided, the user will be promoted to add one the first time they log into the eBilling system. If they provide an email, you can come back to this screen later and select which notifications they should receive. Select the **Save** button when finished.

Name	Login	Security	System	Restrictions	Emails
<p>Note: This user does not have an email address and will not be able to receive the following system message(s):</p>					
4 Items   1 - 4					
Enable	Email Type				
<input type="checkbox"/>	Send email bill reminder when outstanding invoice approaches due date.				
<input type="checkbox"/>	Send email when a group is delinquent.				
<input type="checkbox"/>	Send email when new invoices are ready for review.				
<input type="checkbox"/>	Send email when payments have been posted.				
4 Items   1 - 4					
<a href="#">Save</a>	<a href="#">Back</a>	<a href="#">Cancel</a>			

8. After clicking Save, you will get the following screen. The user account was submitted successfully. From here you can proceed as you wish.

## Manage User Account

User Accounts

Manage User Account

Saved

Your user account was submitted successfully.  
[Return to User Accounts](#) | [Return Home](#)

## Editing Users

**You must be a Plan Administrator or Billing Security Administrator or have been given the authority to have access to Editing Users. If you are a View Only Client, you will not have access to this function on your Workbench.**

The preferred method for editing is to find the user on the list of User Accounts. Once you find the user, you can use the Options drop down box to Edit the user account. If you have several users, you can use the Search Criteria button to find the User you are looking for.

Using the Search Criteria button, you have the ability to search for a user by their Login ID or name. Enter either of the two criteria, then click the **Submit** button.

BlueCross BlueShield Kansas eBilling Albert Einstein

Search Results

Create User Account

Show 10 entries **Search Criteria**

	Login ID	First Name	Last Name	Email	Last Changed By	Last Changed Date	Enabled
Options	A.EINSTEIN	ALBERT	EINSTEIN	ALBERT@EINSTEIN.EDU	A.EINSTEIN	04/28/2022 12:55:30 PM	Yes
Options	SUSAN.ROSS	SUSAN	ROSS	ROSS@EINSTEIN.EDU	A.EINSTEIN	06/03/2022 11:51:19 AM	Yes
Options	S.MARTIN	STEVE	MARTIN	MARTIN@EINSTEIN.EDU	A.EINSTEIN	10/27/2022 03:24:51 PM	Yes
Options	J.DANIELS	JOE	DANIELS	DANIELS@EINSTEIN.EDU	A.EINSTEIN	08/06/2020 01:25:31 PM	Yes

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Create User Account

General Search

System BCBSKS Self-Funded

Login ID

First Name

Last Name

Create User Account

General Search

System BCBSKS Self-Funded

Login ID

First Name

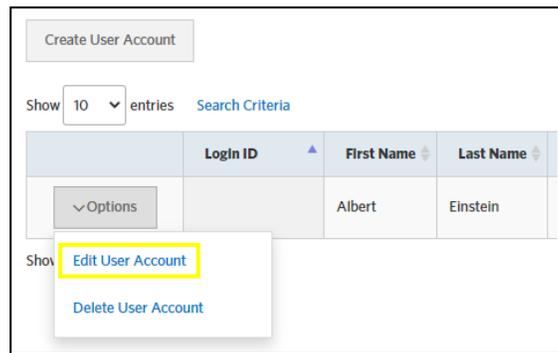
Last Name

All matching users will then be displayed.

The screenshot shows a user management interface. At the top left is a button labeled "Create User Account". Below it, there is a "Show 10 entries" dropdown and a "Search Criteria" link. The main part of the interface is a table with the following columns: Login ID, First Name, Last Name, Email, Last Changed By, Last Changed Date, and Enabled. The table contains one row for a user named Albert Einstein, with a last changed date of 10/27/2022 03:24:51 PM and an enabled status of Yes. To the left of the first name and last name cells is a dropdown menu labeled "Options". Below the table, it says "Showing 1 to 1 of 1 entries" and there are navigation buttons for "First", "Previous", "1", "Next", and "Last".

	Login ID	First Name	Last Name	Email	Last Changed By	Last Changed Date	Enabled
Options		Albert	Einstein			10/27/2022 03:24:51 PM	Yes

By selecting the Options drop-down next to the user, you have the option to Edit User the User Account.



By selecting **Edit User Account**, you have the ability to make changes to the user's profile and system restrictions.

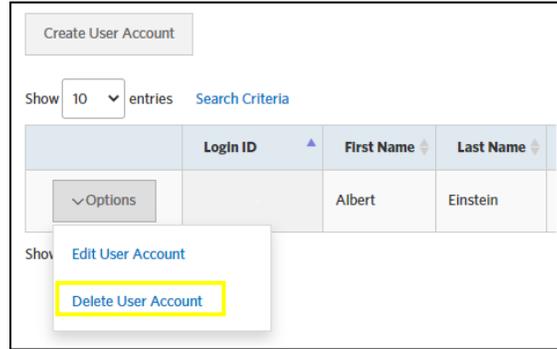
The screenshot shows the "Edit User Account" form for Albert Einstein. The form has tabs for "Name", "Login", "Security", "System", "Restrictions", and "Emails". The "Name" tab is selected. The form contains the following fields:

- Prefix:
- First Name\*:
- Middle Name:
- Last Name\*:
- Suffix:
- Phone:
- Email:
- Confirm Email:
- Address 1:
- Address 2:
- Address 3:
- City:
- State / Province:
- Zip / Postal Code:
- Country Code:

At the bottom of the form, there are "Save" and "Cancel" buttons. A note at the bottom states: "To ensure timely notifications of new invoices and important system information, an email address is required."

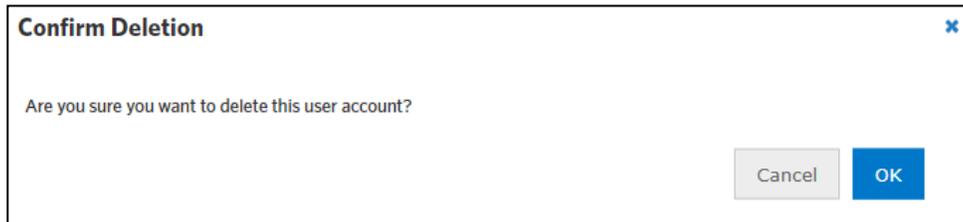
## Delete User Account

Select the Users tab in e-Billing to access the user accounts page. After finding the user you wish to delete, use the Options drop-down and select **Delete User Account**. More information can be found about User Accounts on page 34 of the user guide.



Next, a message will appear to confirm deletion of the user account. Once a Login ID is deleted you will not be able to assign it again.

Note: If an employee is terminated who has access to eBilling, the Plan Administrator will need delete the user.



**Thank you for using the Blue Cross Blue Shield of Kansas  
Special Funded eBilling Client User Guide!**