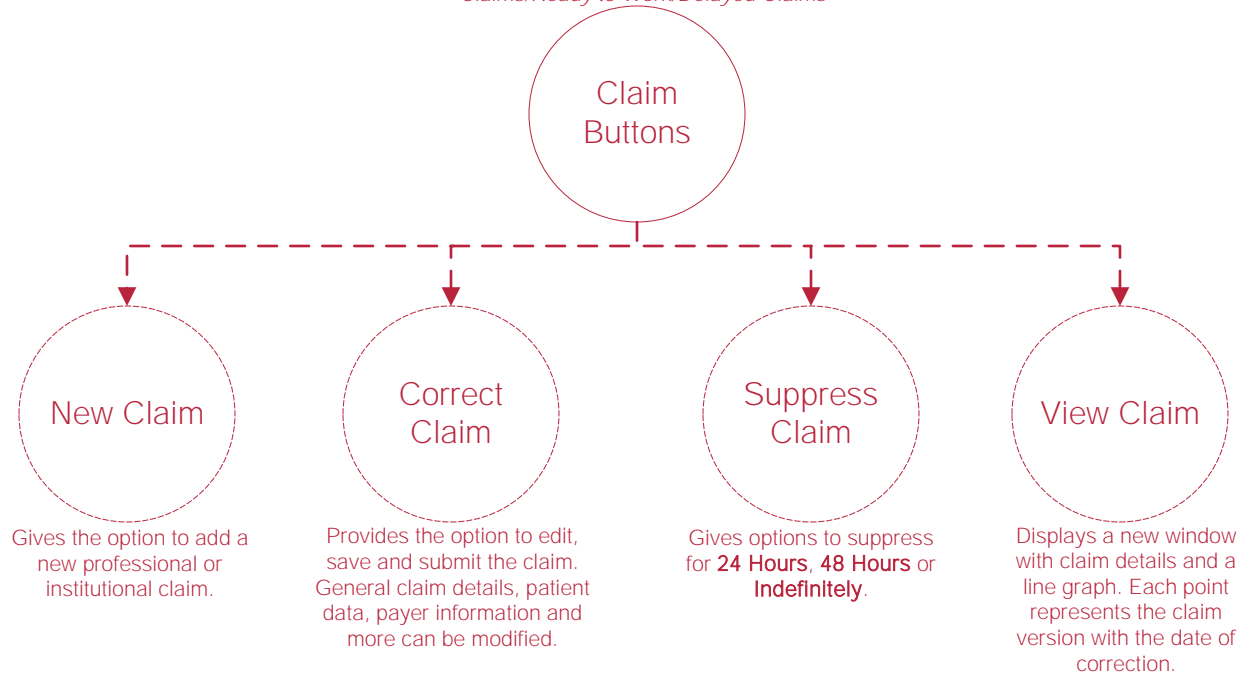


AXXESS RCM FLOW CHART

Claims

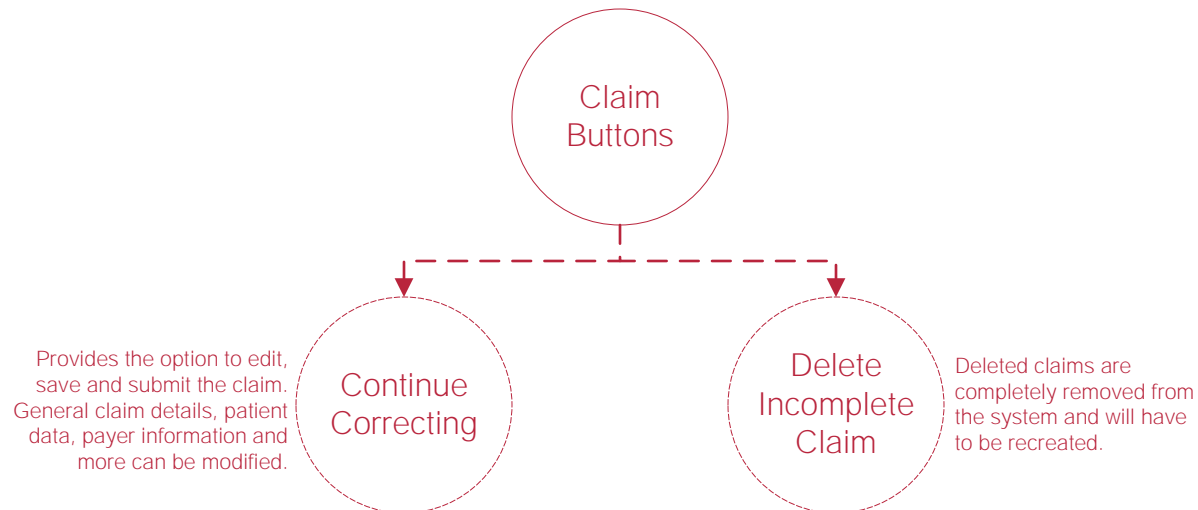
Buttons

Claims/Ready to Work/Claims with Errors
Claims/Ready to Work/Delayed Claims



Unsubmitted Claims

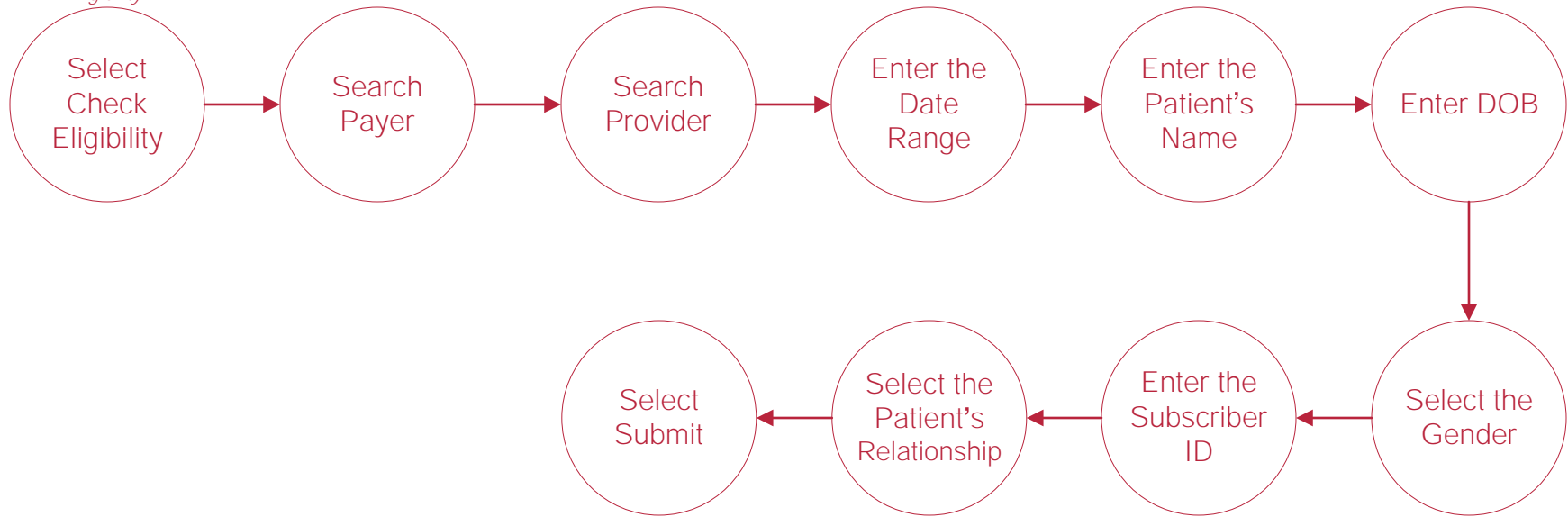
Claims/Ready to Work/Unsubmitted Claims



Eligibility

Check Eligibility

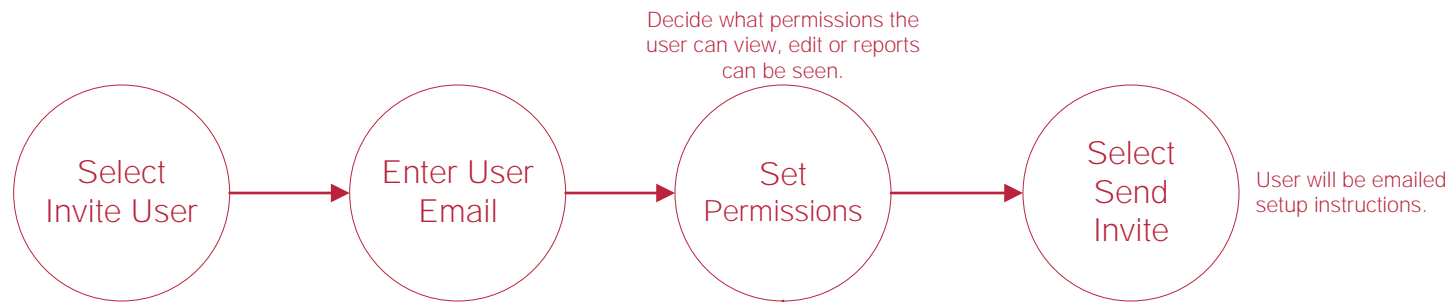
Eligibility



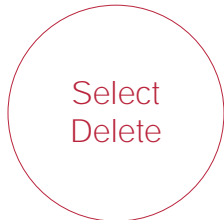
Eligibility data will appear within 24 hours of request.

Admin

Add New User *Admin/Users*



Delete User *Admin/Users*



Remove the user or select **Cancel Invite** to remove the pending new user. Removing a user removes the ability to communicate between applications.



To select all view checkboxes.

To select all reports checkboxes.

To select all checkboxes.

Trading Partner Tool *Admin/Internal/Trading Partner Tool*



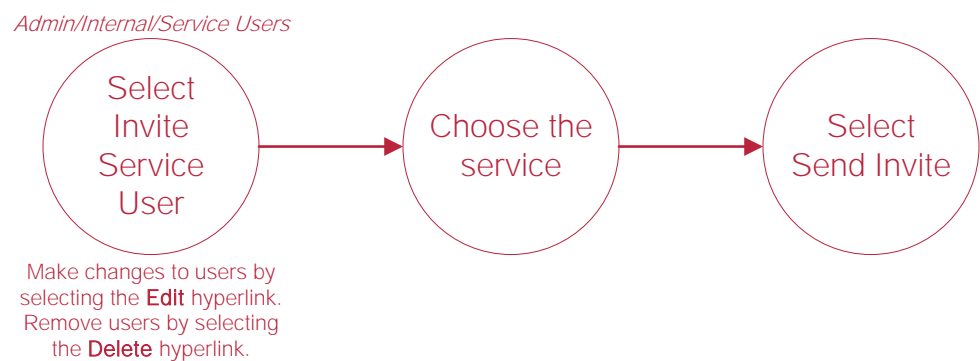
By selecting the corresponding dropdown menus. To change multiple, select the checkboxes to the left of the partner and select the **Update 999 for Selected** or **Update 277 for Selected** buttons.

Payer Tool *Admin/Internal/Payer Tool*



Select the corresponding drop-down menus. To change, select the checkboxes to the left of the partner and select the **Update 999 for Selected** or **Update 277 for Selected** buttons.

Add Service User* *Admin/Internal/Service Users*



*Removing a service user removes the ability to communicate between applications.

Help Center Process

[Axxess.com/Help](https://axxess.com/help)

Help Center

This center will provide step-by-step instruction on areas of the software, as well as instructional videos.