Private Insurance Claim Process Manual Process Print Copy the check and place in the Print Data from Print Claim Claim (UBO4/ HCFA) Review Claim for correct Info. Payment Wait 14 days Errors? Save File (UBO4/ Receive a check clients folder Processing HCFA) and mail Essentia Eligibility Generate Claim Private Insurance Call back and Verify claim was Claim Wait 7 days confirm the claim Sent a check received received? is processed



