1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.

Brentwood services administrators	HOME	III APPS * TOOL	S	© ADMIN Q SEA
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		Control Center		
CLAIMS SEARCH GLOBAL	EARCH PAYMENT SEARCH	SmartView		
		<u>Interfaces</u>	•	
Claim #	Claimant Name	Reports	•	Claimant CCNI
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				Report Manager
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Select Filters	~			

2) Select the folder for "BSA Reports"



BSA Reports

👬 These are for clients and internal staff

- 3) For this procedure we are going to focus on the Duplicate Payments Report. This report shows a list of payments made under your organization that possibly have been made twice. This will display what claim number the payment was made on. The date of the payments, the amounts, and who the payment was for. If you have questions regarding a particular payment, you may contact the Claim representative for the claim that the questionable payment was made on.
- 4) The fields that must include data for the report to run against are: Organization and Starting Date. You can type in the date you are looking for, or click on the calendar icon to select the dates using this feature.

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Claim Number S	28	29	30	31	1	2	3	ount Date 1 Check
Report Date: 9/3/2015	Tod 201	Today is Thursday, September 03, 2015				mber		

5) You can also select sublocations by changing the Organization Leven to 2 or 3 then going back to the Organization Field and selecting the sublocation.

Home > BSA Reports > DuplicatePayments							
Organization Level Starting Date	Image: Constraint of the second se						
Utrix XenApp - Logo	Demo 1 Plant 1 Plant 2						
Organizat	on ID Demo Level 2 Jemo Level 2b asdf						

6) Once you are satisfied with these parameters, hit the View Reports button in the upper right hand corner of your screen.



7) Depending on the size of the data, it may take a few seconds to generate the report. Once it is finished it will appear at the bottom of your screen.

Home > BSA Reports	> DuplicatePayments				
Organization Level	2 🗸	Organizati	tion ID Demo Level 2b		~
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Demo Level 2b					
Possible Duplicate Pa	ayments (same claim, ser	vice dates, amount)			
Starting 1/1/1990					
Claim Number Si	rvc From Srvc To	Amount Date 1	Check 1 Payee 1	Date 2 Check 2	Payee 2
Report Date: 9/3/2015			BSA		Page 1 of 1

8) To save the report, click the icon that looks like a tiny floppy disk with a green arrow:

Number of Years		
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Lost Time?	TTD Davs	Total Paid

9) You can save it as an XML file (to view in internet browser), CSV, PDF, MHTML, Excel, TIFF, or Word.



10) You can also print the report, but note that your browser will need an Active X plugin installed to do so, this can be handled by your local IT administrator.