Faxing Documents with New Claim Submission

- After entering all of the claim information, select the tab labeled **Documents** located on the left menu bar of the claim:

- From this page, all supporting documents can be electronically submitted with your claim. Repeat the following steps for each fax cover sheet needed.

    1. Click on the <**Create Cover Sheet**> button.

    2. Select the type of document from the Document Type drop-down box, and enter any necessary comments.

        - **Note**: *When faxing several documents of the same type, it is advisable to add a comment to differentiate between documents of the same type. This will also facilitate the review process.*

    3. Preview the cover sheet for accuracy and print it. (*note – to edit the cover sheet, see Appendix C – Document Terms, Icon & Usage*)

4. Attached the document to the cover sheet and fax it to the number at the top of the cover page. (*note – you may fax multiple documents using multiple cover sheets*)

5. The newly created fax cover sheet creates a record which includes Document ID, Document Type, Comment, Received (date), Edited By, Edited, Created By and Created (date). The last field displays a yellow pencil, a print icon and a blue arrow. (*See Appendix C – Document Terms, Icon & Usage*)

6. Note that **Received** field will not be populated with the date received until the faxed document has been received by the Facility and attached to the Trust Online claim.

Document ID	Document Type	Comment	Received	Edited By	Edited	Created By	Created	
								Save To File < 1 to 1 of 1 >
368809	Physical Exam	Report Date 1/21/01		firm super user	2/8/2007	firm super user	2/8/2007	🖉 🖶 🔺

7. After creating all of the necessary fax cover sheets, proceed to the Finish page by either clicking on the <**Finish**> button or the **Finish Claim** tab located on the left side menu bar.

8. At the Finish page, you may complete the submission of your claim and supporting documents by clicking on the <**Submit Claim**> button. You may also save the claim as a draft by clicking on the <**Save Draft**> button.