# Navigating the Birth to Three Fiscal Portal: Visit Payment Summary

Provider can see a list of visits and the payment summary by service date or child. Best practice is to review this report monthly, quarterly, or annually.

6 Steps View most recent version

Created by Creation Date Last Updated

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#### STEP 1

- A. Click on Login Here
- **B. Click on Reports**
- C. Click on Claiming





#### STEP 2

### **Select Visit Payment Summary**

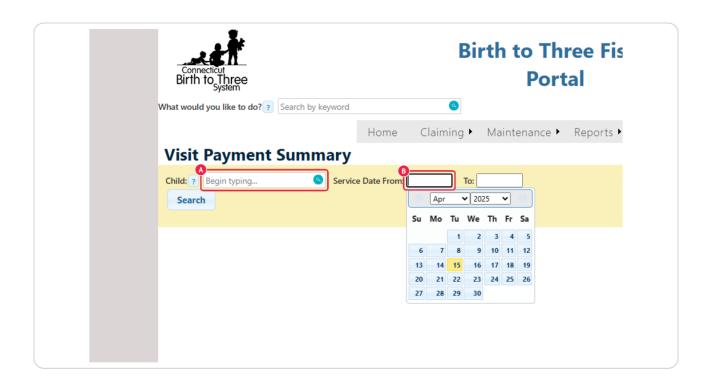


#### STEP 3

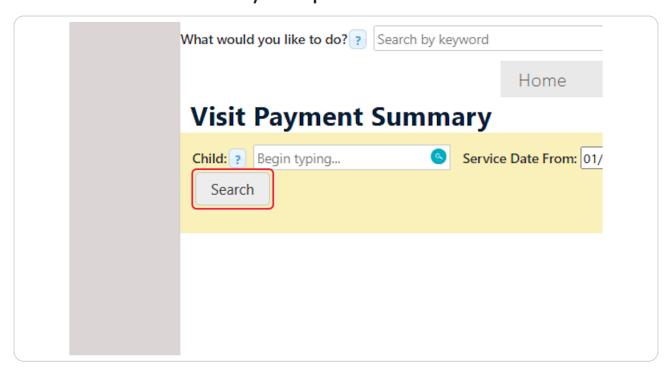
## A. Choose how you would like to view the Visit Payment Summary report B. Select dates or search child's name

Providers will see the children serviced between certain dates or a child's entire visit payment summary





# STEP 4 Select Search button to run your report

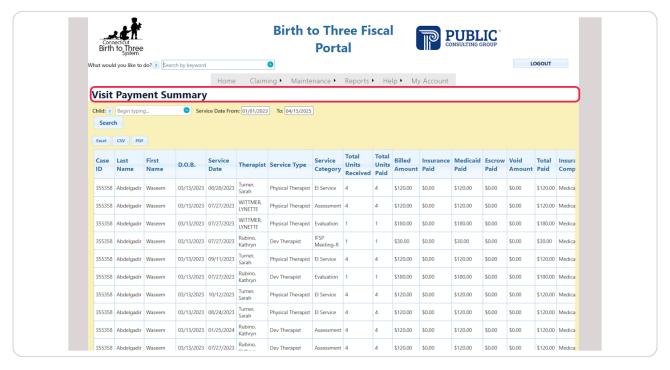




#### STEP 5

### **View Report**

This provides, Child information, Service Dates, Service Type, Therapist, Service Categories, United Received/Paid, Insurance Paid, Medicaid Paid, Escrow Paid, any Voids, and more. It allows the provider to see if anything was overpaid, if the provider is missing payments, if the provider needs something rebilled, etc.





STEP 6

Report can be exported to Excel for easier viewing or manipulation of data





