

Easy Claims System – Submit Substantiation

Reasons for submitting substantiation:

- Date of Service
- Provider Name
- Patient Name
- Eligibility
- Amount

How to Submit Substantiation using the Easy Claims System

1. Login to your Easy Claims System account at www.easyenrollment.net (if you forgot your password, click on Forgot Password link to reset your password)
2. Once logged in, all of your active claims are available – you have the option to Request Reimbursement, Submit Substantiation, or Ignore. Click on the blue icons to see the detail of your visits.

My Claims My Accounts

Show \$0 Claims OFF

Show Old Claims OFF

Provider: ADVOCATE SHERMAN HOS... **Patient:** CHRISTOPH BELLINGER

Date of Service:	11/19/2018	Request Reimbursement
Your Responsibility:	\$233.75	
Documentation:		I Used my Debit Card, do not Request Reimbursement
Procedure Name:	Medical Emerg Lab Emergency Med Visit	Ignore This

Provider: WALGREENS #04463 **Patient:** CHRISTOPH BELLINGER

Date of Service:	11/19/2018	Request Reimbursement
Your Responsibility:	\$3.85	
Documentation:		I Used my Debit Card, do not Request Reimbursement
		Ignore This

Provider: WALGREENS #04463 **Patient:** CHRISTOPH BELLINGER

Date of Service:	11/19/2018	Request Reimbursement
Your Responsibility:	\$1.64	
Documentation:		I Used my Debit Card, do not Request Reimbursement

- To Submit Substantiation, click on “I Used my Debit Card, do not Request Reimbursement” – you will receive the message “Are you sure you’d like to flag this claim as paid with your debit card?” click OK.

Provider: ADVOCATE SHERMAN HOS...		Patient: CHRISTOPH BELLINGER	
Date of Service:	11/19/2018	Request Reimbursement <input type="button" value="+"/>	
Your Responsibility:	\$233.75	I Used my Debit Card, do not Request Reimbursement	
Documentation:			
Procedure Name:	Medical Emerg Lab Emergency		
Provider: WALGREENS #04463			

Message from webpage

Are you sure you'd like to flag this claim as paid with your debit card?

- Your substantiation is received by BBP Admin and will be processed within 72 business hours.
No claim form – no submitting separate substantiation!

Provider: ADVOCATE SHERMAN HOS...		Patient: CHRISTOPH BELLINGER	
Date of Service:	11/19/2018	Claim Substantiated from Debit Card	
Your Responsibility:	\$233.75	Processed 2/18/2019	
Documentation:			
Procedure Name:	Medical Emerg Lab Emergency Med Visit		



BENEFITS ADMINISTRATION

Better admin | Better business

COBRA, FMLA, FSA, HRA, HSA, TRANSIT