## Faxing Documents with New Claim Submission

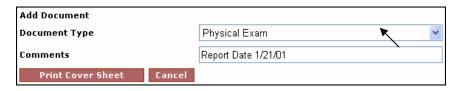
 After entering all of the claim information, select the tab labeled **Documents** located on the left menu bar of the claim:



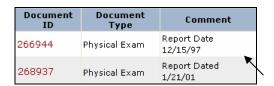
- From this page, all supporting documents can be electronically submitted with your claim. Repeat the following steps for each fax cover sheet needed.
  - Click on the < Create Cover Sheet > button.



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)
- 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.



- 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.