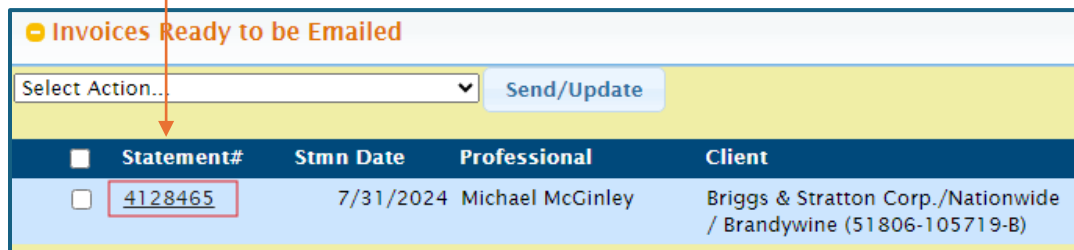


Attaching Statement PDF - BillBlast

LBBS Billing

Split bills in BillBlast must have the statement PDF reviewed before emailing. Due to a known issue with the split images, the same payor document will be attached to all payors.

Click on the **Statement Number** in BillBlast to view the PDF. If the PDF is for the Payor on the line item no editing is needed.



☛ Invoices Ready to be Emailed

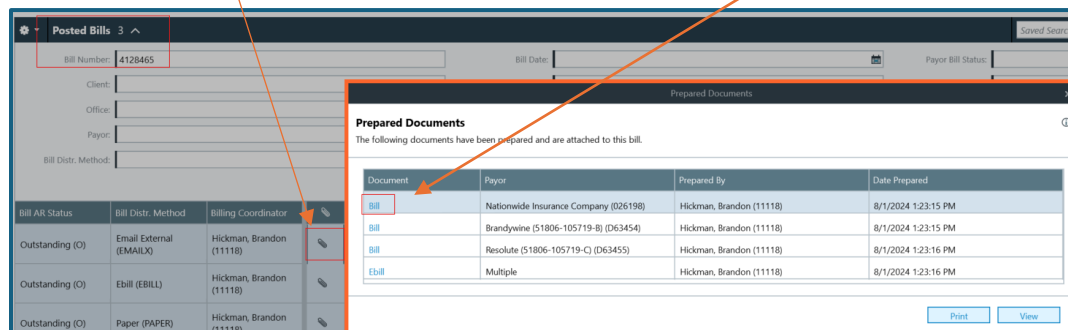
Select Action... Send/Update

<input type="checkbox"/>	Statement#	Stmn Date	Professional	Client
<input type="checkbox"/>	4128465	7/31/2024	Michael McGinley	Briggs & Stratton Corp./Nationwide / Brandywine (51806-105719-B)

If the PDF is for a different payor on the matter, the image will need replaced.

Access the correct payor PDF from **Expert Billing**.

Click on the **paperclip** image to open Prepared Documents. Click on **Bill** for the payor that needs the updated image.



Posted Bills 3 ^

Bill Number: 4128465 Bill Date: Payor Bill Status:

Client: Office: Payor: Bill Distr. Method:

Bill AR Status	Bill Distr. Method	Billing Coordinator
Outstanding (O)	Email External (EMAILX)	Hickman, Brandon (11118)
Outstanding (O)	Ebill (EBILL)	Hickman, Brandon (11118)
Outstanding (O)	Paper (PAPER)	Hickman, Brandon (11118)

Prepared Documents

The following documents have been prepared and are attached to this bill.

Document	Payor	Prepared By	Date Prepared
Bill	Nationwide Insurance Company (026198)	Hickman, Brandon (11118)	8/1/2024 1:23:15 PM
Bill	Brandywine (51806-105719-B) (D63454)	Hickman, Brandon (11118)	8/1/2024 1:23:15 PM
Bill	Resolute (51806-105719-C) (D63455)	Hickman, Brandon (11118)	8/1/2024 1:23:16 PM
Ebill	Multiple	Hickman, Brandon (11118)	8/1/2024 1:23:16 PM

Print View

This will open the bill PDF. Save locally so you can attach in BillBlast

In BillBlast, expand the record and click **View Attachments**.

<input type="checkbox"/>	Statement#	Stmn Date	Professional
<input type="checkbox"/>	<u>4128465</u>	7/31/2024	Michael McGinley
<div><div>View Attachments</div><div>View Messages</div></div>			

Click **Add** in the bottom right-hand corner.

View Attachments for Stmn# 4128465

☐ No Expenses To Upload

Name	Line Item #	Include	Stmn. Pdf
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Add

Save

Close

Choose the correct statement PDF from your local files.

The attachment will now show in the **View Attachments** field.

Click the box in the **Statement PDF** field to attach as the statement image.

View Attachments for Stmn# 4128465

☐ No Expenses To Upload

Name	Line Item #	Include	Stmn. Pdf
<input type="checkbox"/> <u>4128465 Nationwide Brandywine.pdf</u>	PDF		<input checked="" type="checkbox"/>

Click Save in the bottom right-hand corner.

Add

Save

Close