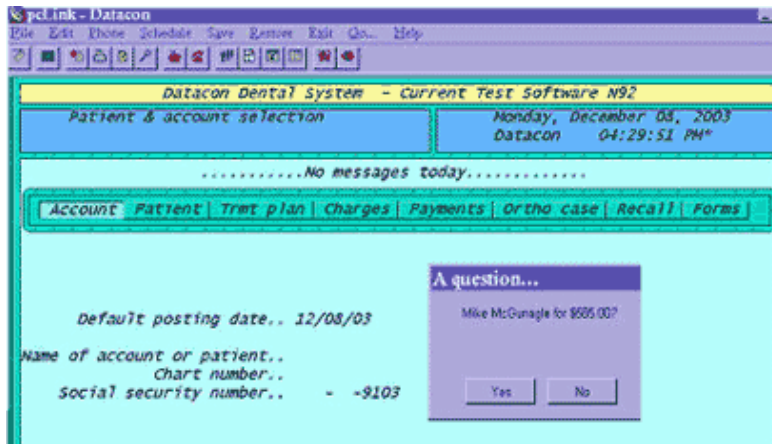


## *Search Outstanding Forms with last 4 of SSN*

Every once in a while an insurance carrier will mail a payment to you, with only the last 4 digits showing for the employee's social security number on the EOB. Datacon has a great feature to help you find the outstanding insurance claim with just the last 4 digits of a social security number.

Go to your Patient and account selection screen (below), and on the Social Security number line use your space bar until you are at the point of typing the last 4 digits of the social security number as shown below. Input the last 4 digits, and press your Enter key (on a PC), Return key (on a Dumb Terminal). The name of the person with that corresponding social security will appear on your screen. The system will ask you if this is the person and amount of the outstanding claim you wanted.



Say "No" if this is not the corresponding amount of your outstanding form, and the system will display other amounts from other outstanding claims that match the social security number. Pretty Cool!