

Unbatched Invoices

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Unbatched Invoices

All the invoices which need batching can be reviewed from the Unbatched Invoices tab.

From Dashboard,

1. Click **Locations**
2. Select the Location from the list
3. Click **Batch Claims**
4. The system will default into the **Unbatched Invoices** tab.

This tab will list all invoices which require batching before sending.

It is separated into three different sections;

1. Online Invoices - Creating a batch from this list will generate An [online batch claim](#).
2. Manual Invoice - Creating a batch from this list will generate A [manual batch claim](#).

Batched can be directly prepared from this tab by clicking **Create Batch Claims** or **Create**

Locations

East St Kilda

Batch Claims

East St Kilda Batches

HSP e-Claims

Manual Batch Claims

Online Batch Claims

Unbatched Invoices

Unbatched Invoices

Dashboard / Locations / East St Kilda / Batch Claims / East St Kilda Batches

Online Invoices

Create Batch Claims

Inv Guarantor	Medical Provider	Inv Count
Medicare	Dr Mary SMITH	1
Medicare	Dr Ian JONES	1

HSP e-Claims

Inv Guarantor	Location Name	Site ID	Inv Count
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Manual Invoices

Inv Guarantor	Medical Provider	Inv Count
AXA Australia Health Insurance	Dr Ian JONES	1

Create