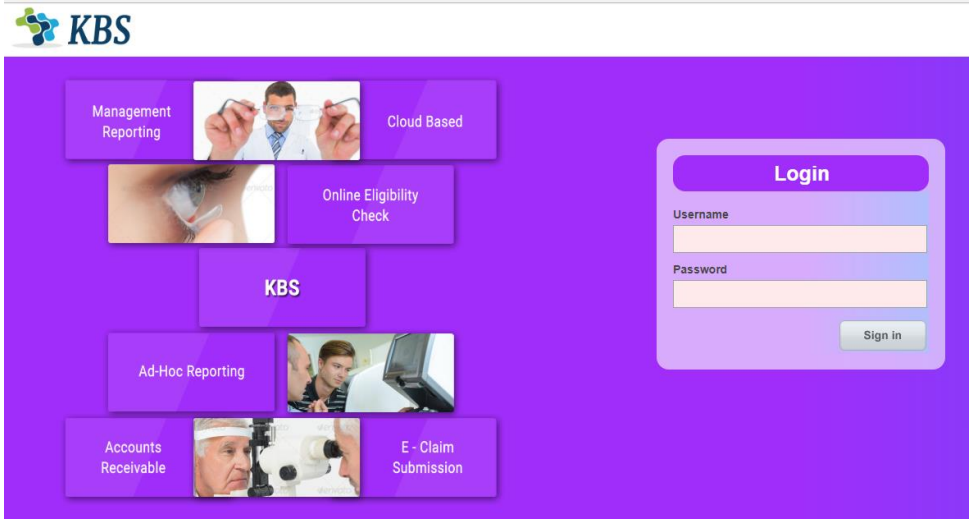


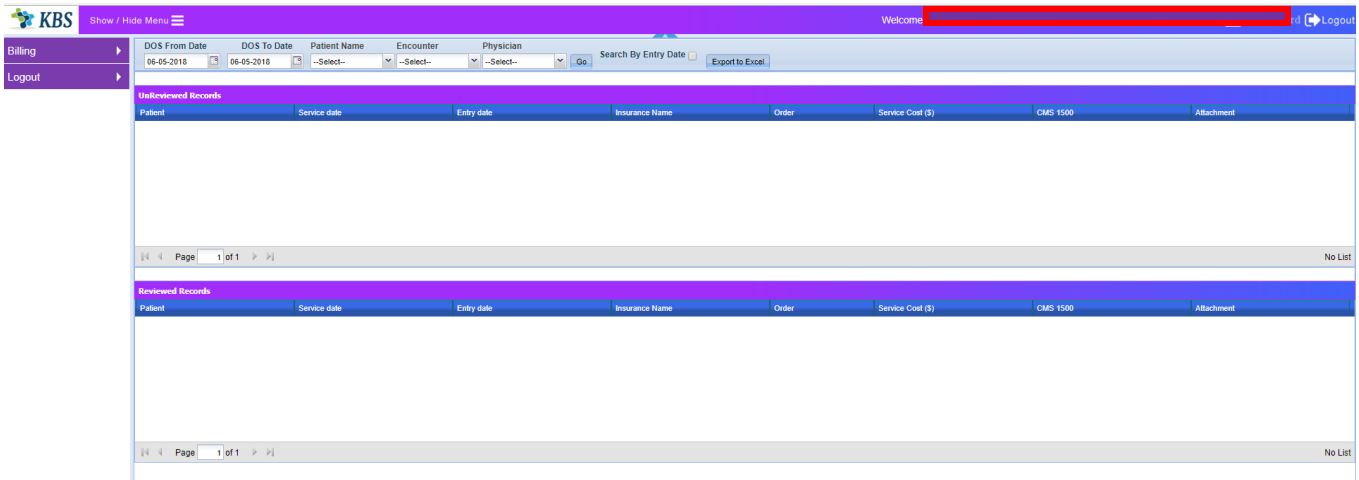
LOG IN

Login to the KBS system at <https://knackintradev.com/CSEye/Login.aspx>



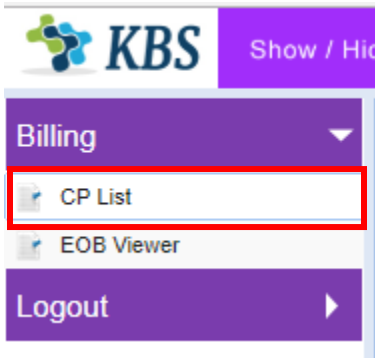
Dashboard

You will arrive at the main account screen which is also the **CP List** screen. If you have more than one location or associated account, you may click on your clinic name in the upper right corner for a dropdown menu and choose the appropriate location.



Viewing a List of Claims (CP List)

You can either access the CP List from the main screen or if you are on another screen you can click on Billing in the upper left corner and then choose CP List.



Enter your search criteria in the spaces provided to view records for a specific **date range**, **patient**, **encounter #**, or **physician** and then press **Go**

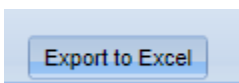
The default is to search by DOS, but you may also search by Entry Date by checking the box next to **Search by Entry Date**. This is the date the claim was entered in the system, not the date it was received by the payer.

UnReviewed Records							
Patient	Service date	Entry date	Insurance Name	Order	Service Cost (\$)	CMS 1500	Attachment
RAM, KENT	05-31-2018	05-31-2018	ALLIANCE HEALTH CARE	1	\$300	HCFA_10057_204	
ROBERT, PAUL	05-31-2018	05-31-2018	UNITED HEALTH CARE	1	\$100	HCFA_10056_264	View
STEVE, WAUGH	05-25-2018	05-25-2018	CIGNA	1	\$130		
SMITH, WARNER	05-25-2018	05-25-2018	BLUE LINK	1	\$130		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$130		
BRET, LEE	05-25-2018	05-25-2018	AETNA	1	\$120		
RAM, KENT	05-25-2018	05-25-2018	ALLIANCE HEALTH CARE	1	\$300		
ROBERT, PAUL	05-25-2018	05-25-2018	UNITED HEALTH CARE	1	\$100		

Page 1 of 1

Reviewed Records							
Patient	Service date	Entry date	Insurance Name	Order	Service Cost (\$)	CMS 1500	Attachment
RAM, KENT	06-04-2018	06-04-2018	ALLIANCE HEALTH CARE	1	\$100	HCFA_10060_204	View
ROBERT, PAUL	05-31-2018	05-31-2018	UNITED HEALTH CARE	1	\$1000	HCFA_10058_264	
STEVE, WAUGH	05-25-2018	05-25-2018	CIGNA	1	\$130		
SMITH, WARNER	05-25-2018	05-25-2018	BLUE LINK	1	\$130		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$80		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$80		
BRET, LEE	05-25-2018	05-25-2018	AETNA	1	\$130		

After you click **Go** and your list appears, you can export the list to Excel by clicking the **Export to Excel** button to the right of the search fields.



PatientName	ServiceDate	Cost	InsuranceName	Order	Entry_Date
RAM, KENT	5/31/2018	300	ALLIANCE HEALTH CARE	1	5/31/2018
ROBERT, PAUL	5/31/2018	100	UNITED HEALTH CARE	1	5/31/2018
STEVE, WAUGH	5/25/2018	130	CIGNA	1	5/25/2018
SMITH, WARNER	5/25/2018	130	BLUE LINK	1	5/25/2018

You will notice your list is broken down into **Unreviewed** and **Reviewed** claims. **Unreviewed claims** are simply claims that are in the process of transmitting to the clearinghouse and **Reviewed claims** are those that have already been received by the clearinghouse.

Unreviewed Records							
Patient	Service date	Entry date	Insurance Name	Order	Service Cost (\$)	CMS 1500	Attachment
RAM, KENT	05-31-2018	05-31-2018	ALLIANCE HEALTH CARE	1	\$300	HCFA_10057_204	
ROBERT, PAUL	05-31-2018	05-31-2018	UNITED HEALTH CARE	1	\$100	HCFA_10058_264	View
STEVE, WAUGH	05-25-2018	05-25-2018	CIGNA	1	\$130		
SMITH, WARNER	05-25-2018	05-25-2018	BLUE LINK	1	\$130		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$130		
BRET, LEE	05-25-2018	05-25-2018	AETNA	1	\$120		
RAM, KENT	05-25-2018	05-25-2018	ALLIANCE HEALTH CARE	1	\$300		
ROBERT, PAUL	05-25-2018	05-25-2018	UNITED HEALTH CARE	1	\$100		

Page 1 of 1

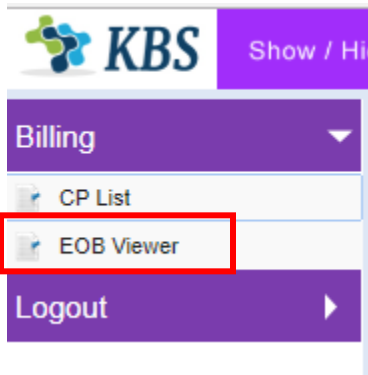
Reviewed Records							
Patient	Service date	Entry date	Insurance Name	Order	Service Cost (\$)	CMS 1500	Attachment
RAM, KENT	06-04-2018	06-04-2018	ALLIANCE HEALTH CARE	1	\$100	HCFA_10060_204	View
ROBERT, PAUL	05-31-2018	05-31-2018	UNITED HEALTH CARE	1	\$1000	HCFA_10058_264	
STEVE, WAUGH	05-25-2018	05-25-2018	CIGNA	1	\$130		
SMITH, WARNER	05-25-2018	05-25-2018	BLUE LINK	1	\$130		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$80		
MIKE, HUSSEY	05-25-2018	05-25-2018	BCBS - PA	1	\$80		
BRET, LEE	05-25-2018	05-25-2018	AETNA	1	\$130		

You can view the associated **CMS 1500 form** when available, by clicking on the **HCFA Form link** under the CMS 1500 column. This will open in a **new tab in your browser** so you may go back to the KBS system tab.

The screenshot shows a browser window with two tabs: 'KBS' and 'HCFA for Encounter : 100'. Below the tabs, there is a list of CMS 1500 forms. The first form is highlighted with a red box and contains the text 'CMS 1500' and 'HCFA_10057_204'. Below it is another form labeled 'HCFA_10056_264'. To the right of the browser window, a portion of the 'HEALTH INSURANCE CLAIM FORM' is visible. The form includes a QR code, patient information (RAM, KENT), birth date (05/23/1985), and address (23 STREET, SCHENECTADY, NY). The form is dated 05/31/2018 and includes various checkboxes for insurance types and relationships.

Viewing EOB's

To view EOB's, begin by clicking on **EOB Viewer** under **Billing**



From here you can view the Complete EOB or the EOB's by Patient using the associated tabs. This view will default to Complete EOB's and will show a list with the most recent EOB's first. Click **View** to view the complete EOB.

Entry Date	Check#	Insurance Name	Check Amount	View
07-05-2018	[REDACTED]	MEDICARE SERVICE CENTER	[REDACTED]	View
07-04-2018	[REDACTED]	MEDICARE SERVICE CENTER	0	View
07-04-2018	[REDACTED]	MEDICARE SERVICE CENTER	0	View

To view an **EOB by Patient**, Click the **Patient EOB** tab and enter your search criteria in the spaces provided. Click **Get Data** to view the list from your search.

Complete EOB	Patient EOB							
Last Name	First Name	Insurance Name	Encounter ID	DOS Start Date Range	Get Data			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Entry Date	Check#	Encounter ID	Patient Name	Insurance Name	Total Charges	Total Paid	Start DOS	View

Click **View** next to the EOB you would like to view.

Entry Date	Check#	Encounter ID	Patient Name	Insurance Name	Total Charges	Total Paid	Start DOS	View
03-23-2018	818079540000...	9962	BERRIOS CHRYSTAL	AETNA	195	44.54	01-30-2018	View
03-23-2018	818079540000...	9961	BERRIOS CHRYSTAL	AETNA	445	147.88	01-25-2018	View
03-23-2018	818079540000...	10441	SANDERS RICHARD	AETNA	355	126.11	02-24-2018	View
03-23-2018	818079540000...	10432	PEROZO ALEXIS	AETNA	90	75	03-13-2018	View
03-23-2018	818079540000...	10070	BERRIOS CHRYSTAL	AETNA	195	44.54	02-09-2018	View
03-23-2018	818079540000...	10029	SURITA SANTOS	AETNA	230	89.51	03-02-2018	View
03-23-2018	818079540000...	10029	SURITA SANTOS	AETNA	230	89.51	03-02-2018	View

OpenPDF.aspx

AETNA
151 FARMINGTON AVENUE
HARTFORD CT 06156

EYEXAM GROUP
125 ROUTE 46 WEST
TOTOWA NJ 075122301

Name: **BERRIOS CHRYSAL** MBR ACNT **9962**
Claim Status: **1** Group/Policy No.

PROV	SERV DATE	POS	NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	COINS
160966332	01/00/2018	11	1	96213		145	53.51	0	0	40
160966332	01/00/2018	11	1	92285		50	31.03	0	0	0
TOTAL						195	84.54	0	0	40

PT RESP 40 ADJ TO TOTALS { PREV PD INTEREST LATE FILING CHARGE

To **log out** of the KBS system, click logout on either the upper right corner or along the left upper corner.

Dashboard Logout

KBS Show / Hide

Billing

Logout

Logout