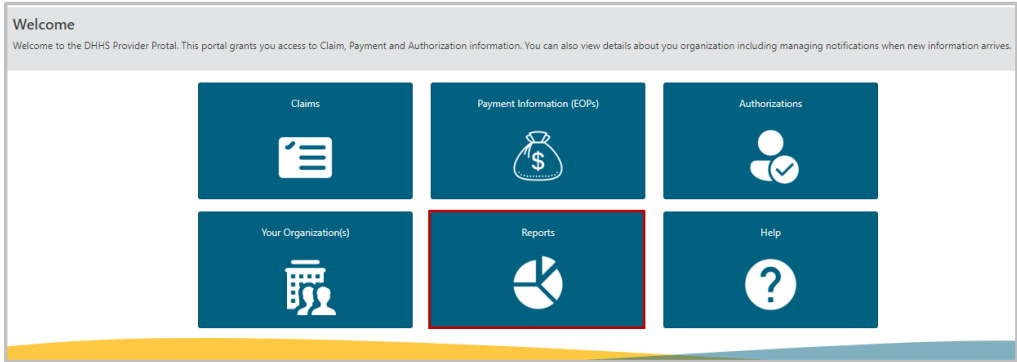
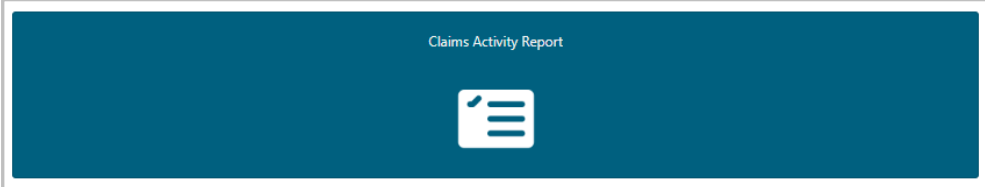


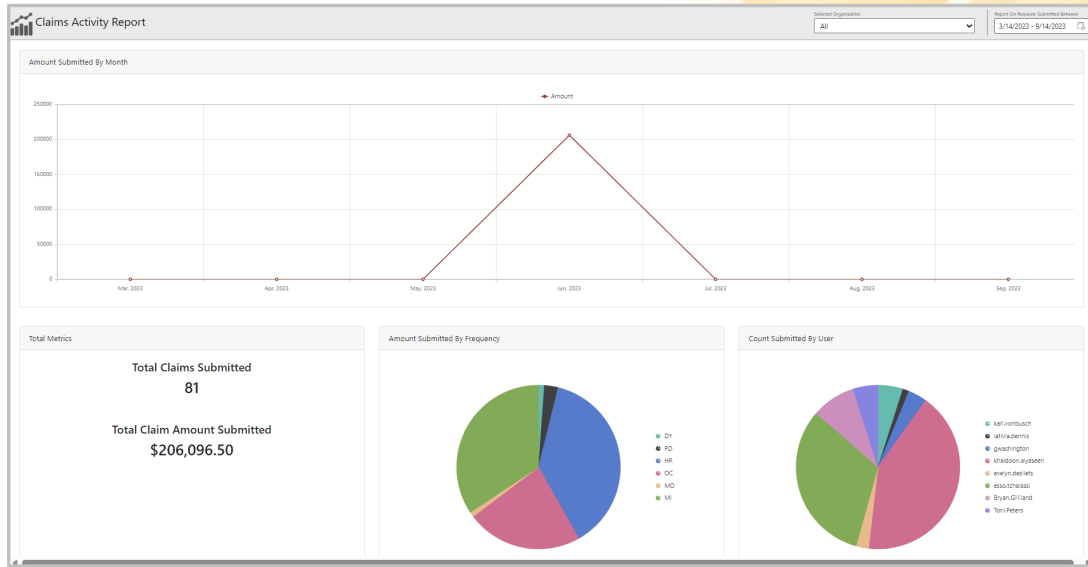
# CFS Provider Portal

## How to View the Claims Activity Report

The Claims Activity Report provides details on the number of claims submitted, the frequency, and the user who submitted the claim.

Step #	Description
1.	<p>To access the report, click on the <b>Reports</b> tile on your <b>Dashboard</b>.</p>  <p>The screenshot shows a dashboard with a 'Welcome' message and a grid of six tiles: 'Claims', 'Payment Information (EOPs)', 'Authorizations', 'Your Organization(s)', 'Reports', and 'Help'. The 'Reports' tile, which features a pie chart icon, is highlighted with a red border.</p>
2.	<p>The <b>Claims Activity Report</b> displays. Click the report tile to access the report.</p>  <p>The screenshot shows a single dark blue tile with the text 'Claims Activity Report' and a white icon of a document with a list.</p>

3. Your report will display.



4. The default view is 'All,' which displays report data for all the organizations that you manage. Click the drop-down to select a specific organization.

Selected Organization: All [v] | Report On Requests Submitted Between: 3/14/2023 - 9/14/2023 [calendar icon]

Use the calendar icon to select a specific time period for your report data then click the **Apply** button.

Selected Organization: All [v] | Report On Requests Submitted Between: 3/14/2023 - 9/14/2023 [calendar icon]

Mar 14, 2023 → Sep 14, 2023 (185 days)

March 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4	27	28	29	30	31	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31	1	24	25	26	27	28	29	30

Cancel [Apply]

5. Click a point on the **Amount** chart to see the total number of claims for a specific month.



- 6.
- **Total Metrics** section: Displays the total number of claims and the total amount for the claims for the time period selected.
  - **Amount Submitted By Frequency:** Place your cursor on a frequency in the section to see the total number of claims submitted for the period.
  - **Count Submitted By User:** Place your cursor on a user in the section to see the total number of claims submitted by a specific user.

