



Print Open Negotiations Form

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The **Open Negotiations Form** allows users to print an Open Negotiation Form (OMB 1210-0136) directly from the claim screen so that providers who are out-of-network can enter open negotiations with the insurance company to determine the amount that the insurance company will pay for emergency services.

1. Select **Claim > Claim**.
2. Use the **Search** field to search for your claim.

 Place a check in the **"Show exact matches only"** box to search for exact matches or **"Show unpaid claims only"** to show claims that may need follow-up.

3. Open the claim.
 4. Click the **Print** button.
 5. Select **Open Negotiations Form**.
 6. Enter the **Signer's relationship to the office**.
 7. Enter the out-of-network rate offer to the desired percentage of the total amount and click **Set**.
 8. Optional: You can also Enter/Edit the **Offer for Total Out-of-Network Rate** column for each individual service line.
 9. Click 
 10. Click **Save**. Otherwise, click **Close**.
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