

To submit claims to UMR, you will need to follow the normal process to create the claim in Barnestorm. Once you have created the claim in Barnestorm, you will need to print/save the claim/UB04 as a .pdf file. Once saved as a .pdf, you will then follow these steps:

1. Log in to the UMR Provider Portal
2. Click **Claims**
3. Click Claims Submission

**\*\*This will take you to the pch Portal.**

4. Log in to the **pch Portal**. (If your login does not work, you will need to contact UMR to gain access to their secure portal to send claims.)
5. Click the **menu bar** (3 horizontal lines)

6. Click **Submit Attachment**, then click **Claim Submission**

7. At the **POBox** field, use the dropdown to select the correct one. (This should match the address on the member ID card)

8. Click the **Choose File** button to browse to the .pdf of the saved UB04/Claim

9. Click **Add**, then Click **Upload** to submit the claim to the payer. (The Upload button will not appear until a file is chosen.)

**Note:** You should receive an Upload Success notification. If you do not, please contact pch/UMR for any issues with uploading the claim file(s).

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51718.aspx>