

Where Do I Locate/Type in the ICN, DCN, or Claim Number?

Depending on the payer, the claim number may be identified as ICN (Internal Control Number) or DCN (Document Control Number). All references are the unique identifier assigned to each claim by the insurance payer. The number acts as a tracking number, allowing providers and payers to monitor the claim's status. When contacting the payer for claim status or claim information, you will typically be required to provide this number.

HOW DO I FIND THE CLAIM NUMBER, ICN or DCN?

The claim number, ICN, or DCN is located on the remittance advice provided by the payer. If your remittances are [posted electronically](#), during the posting process Barnestorm will pull the ICN/DCN/Claim Number from the claim and store it on the ICN screen.

To locate the number, go to **Accounts Receivable > ICN Edit** tab.

If the screen shows "None Found," either the remit was posted manually or there is no payment. If the remit has been [posted manually](#), you can manually enter the ICN on this screen.

a. Click the **Add a new ICN entry** line (see screenshot above). A separate window will appear. Type in the information/dates from the remittance provided by the payer: payment date, claim from date, claim through date, and ICN number.

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b. Click **Save**

The Claim Number, DCN, or ICN is also needed to create [Void Claims](#) and [Replacement Claims](#). Click the hyperlinks for information on each billing process.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51764.aspx>