

# How to Search For Service Delivered Billing Entries in Submitted Status

## Quick Reference Guide

Show Group Only:   
 Show Auth Status:   
 Claim ICN:   
 Status: Submitted **1**  
 Show Aggregated(into claim):  Both  Aggregated  Not Aggregated  
 Begin Date: 7/1/2022 **2**  
 Submitted From:   
 Created From:   
 Reviewed From:   
 Suspend Location: Select...  
 Exception Code:   
 Max Displayed: 25  
 Find Reset

**1** On the **View Service Delivered Page**, select the Status of **Submitted** and enter a Begin Date.

Export options:  CSV |  Excel |  PDF |  RTF

Total Direct Support Time	Rate	Amount	SD Status	Claim ICN	Begin Location	End Location
0	NA	\$17.77	\$53.31	Submitted		

**2** From the Results List, select one of the Export Options so that you have a record of the information for each SD in this status.

Unsubmit **2**

**3** Now, from the Results List, select the checkbox for each SD that appears, then select the **Unsubmit** button.

Provider	Service	Service Begin	Service End	Units	Rate	Amount	Status	Notes
	SE49/OR526/NA	12/14/2023 06:30 AM PST	12/14/2023 09:30 AM PST	3.00	\$17.77	\$53.31	Suspended	
	SE151/OR526/NA	01/30/2024 07:38 AM PST	01/30/2024 03:26 PM PST	7.48	\$19.50	\$152.10	Suspended	
	SE49/OR526/NA	05/19/2024 11:09 AM PDT	05/19/2024 10:09 PM PDT	11.00	\$19.50	\$214.50	Suspended	
	SE151/OR526/NA	05/13/2024 02:34 PM PDT	05/13/2024 08:34 PM PDT	6.00	\$19.50	\$117.00	Suspended	
	SE49/OR526/NA	04/12/2024 07:00 AM PDT	04/12/2024 03:00 PM PDT	8.00	\$19.50	\$156.00	Suspended	
	SE49/OR526/NA	02/26/2024 03:45 PM PST	02/26/2024 10:45 PM PST	7.00	\$19.50	\$136.50	Suspended	
		02/24/2024	02/24/2024					

**4** When the process has completed, the SDs will be in Suspended Status. You can now search for these SDs using the information you exported previously and submit them again.