TRICARE Retail Refund Website
Claim Utilization Access Guide

I.   Procedure

1. After you have logged into your account you will see the following screen, including a drop down menu listing your labeler(s).

2. Choose your labeler from the drop down menu and click on *Submit*.
3. From this **Data Management** page select *Data Files*, the *Year* and *Quarter* you want to view from the drop down menus as shown below. Click on *Submit*.

4. A new screen will come up showing you a list of the data files you can access. Each file will include your Standard Discount Program (SDP) or MARR files and your Additional Discount

Program (ADP) or VARR Files, as applicable. Each Program will include the following data files:

- Overall Summary File
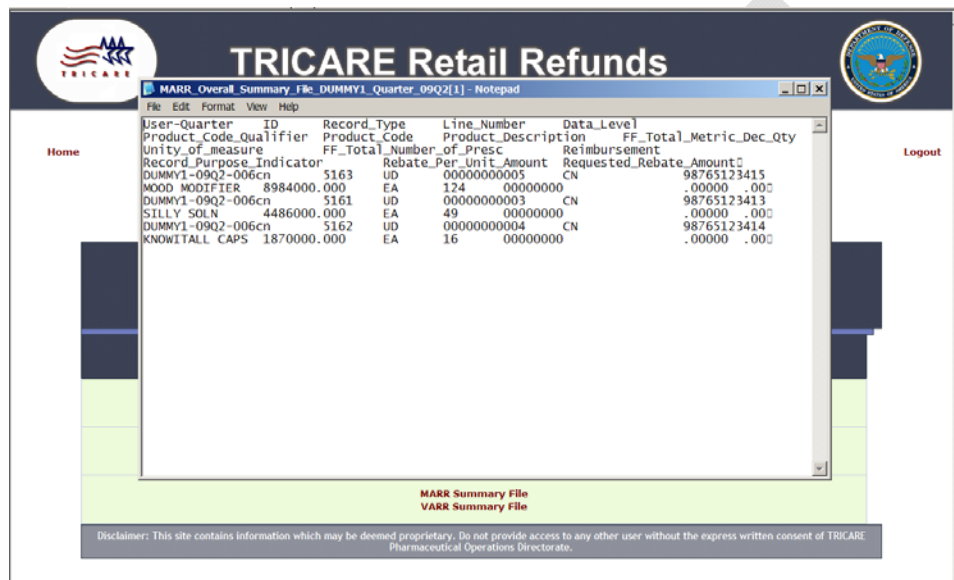- Claim Detail File
- Summary File

5. When you select a file a box will appear giving you the option to *Open* or *Save* your file. Save the file to a place for use later.

6. All of the files will open in Notepad. You will need to highlight and copy everything in the document then paste it into an excel spreadsheet to manage the data.

7. Claim Detail Files are divided into separate documents of 50,000 lines each. Therefore if your data is more than 50,000 lines you will have more than one file. Each file will need to be opened and copied separately.

8. To copy the entire document to an excel spreadsheet click on *Edit* and *Select All*

9. All of the data in the document will be highlighted and you can then copy it via *Edit* and *Copy* or by using *Ctrl+C*.

10. Once you have copied all of the data out to the clipboard you can paste it into a blank excel spreadsheet. Be sure to lengthen the width of the columns as appropriate so you can see all of the data. You can now *Save* your spreadsheet on your computer to use as needed.