

## Did you know?

### Finding submitted or adjudicated forms:

From time to time an adjuster may receive a call from a Health Care Facility requesting a discussion about a particular OCF form or invoice that either the facility has submitted or the Insurer has adjudicated.

Searching for a form in the "Work in Progress" or "Adjuster Response" sub-tabs can be time consuming, especially as an adjuster's form volume increases. The fastest and most responsive method to search for a document is to use the "Search" tab.

### Search Tab:

**Ports Insurance** HCAI

PLANS INVOICES CLAIMS **SEARCH** MANAGE ? - User Manual

Search for Claim #  in All Forms  Advanced

**DOCUMENT SEARCH** Welcome, Allison to HCAI. 2010/05/10

**OCF Form Search**  
Enter your search criteria and click "Search"

Document Number:

Claim #:

Policy #:

Date of Accident:

Date of Birth:

Claimant Last Name:   Exact Match

Claimant First Name:   Exact Match

Claimant Phone Number:   Exact Match

Adjuster:

Provider Registry Number (College/Registry ID):

[Advanced Options >>](#)

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If the Health Care Facility can provide the adjuster with the document number, this is the most accurate way to narrow your search. The Health Care Facility will find this number displayed in various places in a particular document. Most notably, the document number is displayed on the Summary tab in the "Plan Details" section.

**Plan Details**

Document Number: 09070900017

Owner:

Status: Review Required

Once the adjuster receives the document number in question, the search is easily completed by entering the document number in the first available field and then clicking on the <Search> button.

**DOCUMENT SEARCH** Welcome, Rafa to HCAI. 2010/05/10

**OCF Form Search**  
Enter your search criteria and click "Search"

Document Number:

Claim #:

Policy #:

Date of Accident:

Date of Birth:

Claimant Last Name:   Exact Match

Claimant First Name:   Exact Match

Claimant Phone Number:   Exact Match

Adjuster:

Provider Registry Number (College/Registry ID):

[Advanced Options >>](#)  
 **SEARCH**

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The "Document Search" screen will then be displayed, with the claimant's name, document number and other associated data elements.

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PLANS INVOICES CLAIMS **SEARCH** MANAGE ? - User Manual

Search for Claim #  in   [Advanced](#)

**DOCUMENT SEARCH** Welcome, Allison to HCAI. 2010/05/10

**(1 of 1)** [Refine Search](#)

Document Results for "Document number: 09072800023"

View:

[Staunton, Stephanie | OCF23](#)

Document Number: 09072800023  
Claim Number: 70043  
Submitted by Chitra\_Facility on 2009/07/28 Proposed Amount: \$2,225.00  
Status: Responded as of 2009/07/30 Approved Amount: \$2,225.00  
Policy Holder: Staunton, Stephanie  
Policy Number: SS\_0912  
Date of Accident: 2009/06/14

View:

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