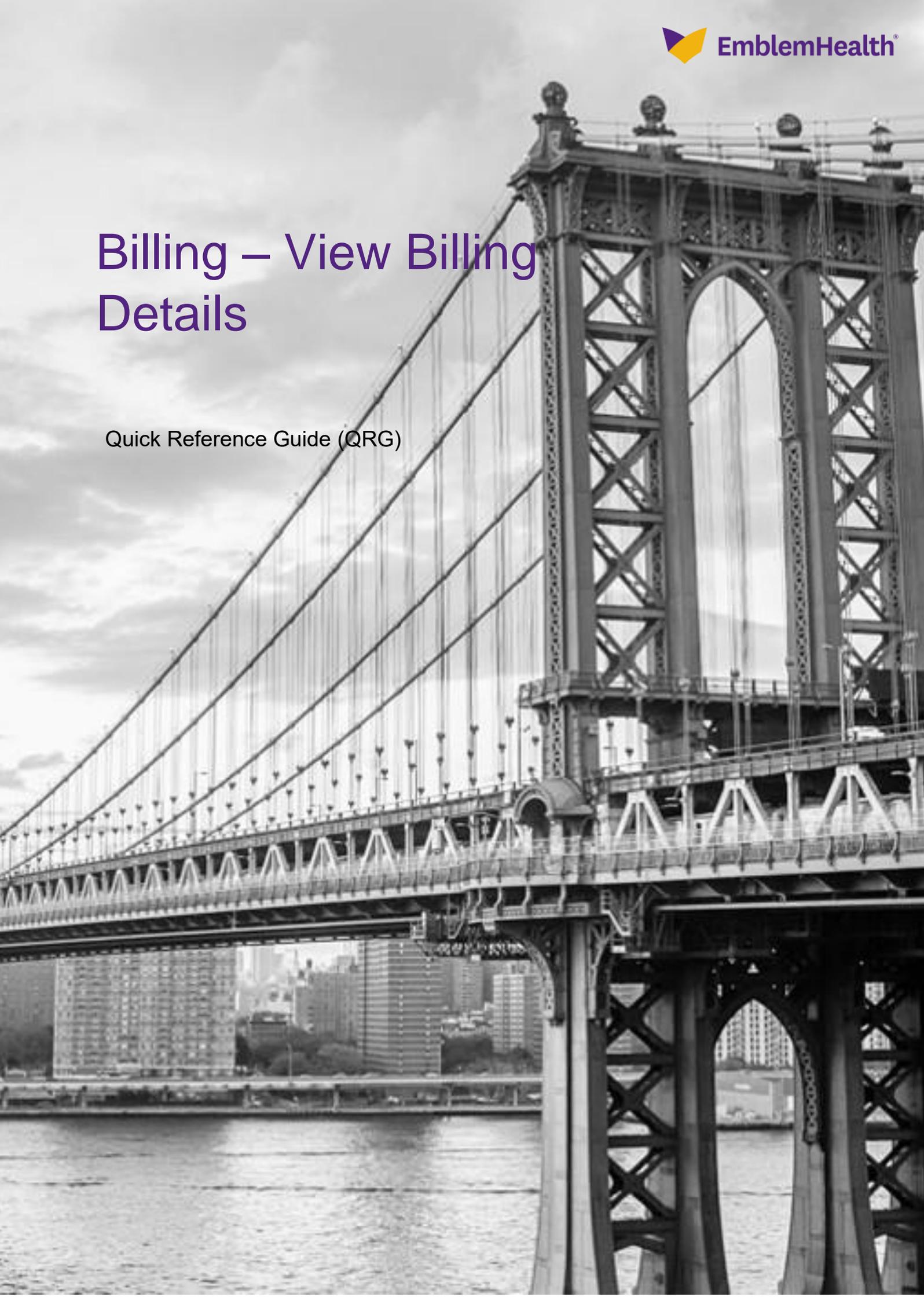


Billing – View Billing Details

Quick Reference Guide (QRG)



Billing – View Billing Details

This Quick Reference Guide (QRG) will provide an overview of the process for viewing billing details.

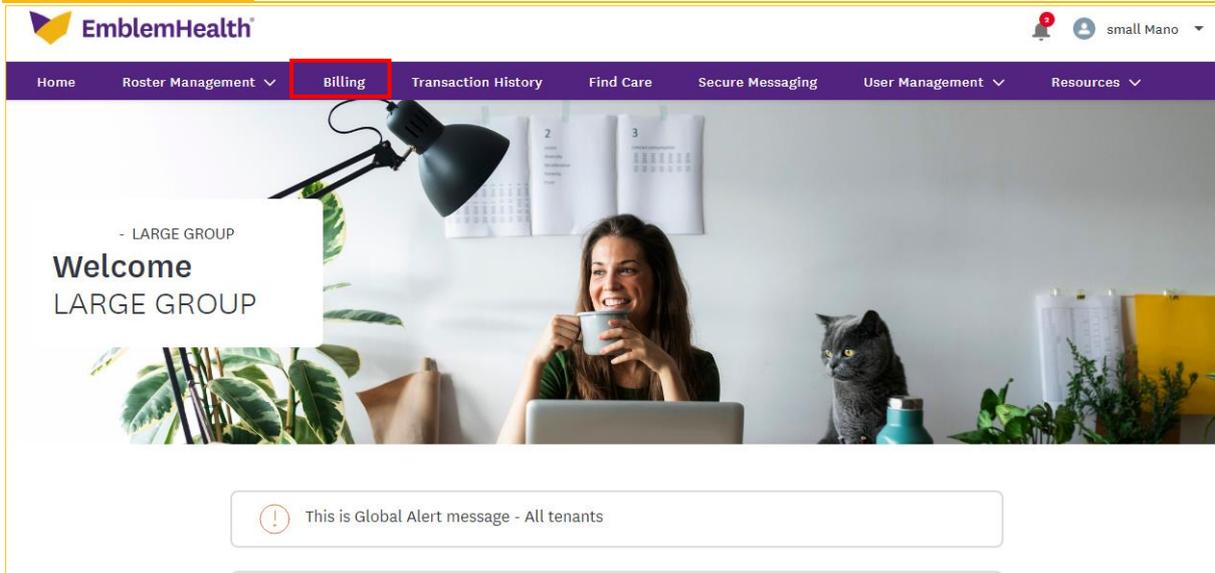
Let us look at the steps in detail for viewing billing details.

Purpose: View Billing Details.



Step 1:

1. From the **EmblemHealth Home** page, click the **Billing** tab.





Step 2:

The Billing screen displays.

1. Click a **Billing Account** number to view the billing details.

Home > Billing

- LARGE GROUP

Billing

Billing Accounts

Q Search ①

Billing Account	Billing Name	Billing Level	Past Amount Due*
2200107000	LARGE GROUP	Group	\$92,960.00

*Information is based on the latest payment processed.
TOTAL RECORDS: 1



Step 3:

The Billing & Payments History screen displays.

1. View Billing details.

Home > Billing Details

- LARGE GROUP

Billing & Payments History

Billing

Billing Account 2200107000	Billing Account Name LARGE GROUP	Billing Level Group	Billing Frequency Monthly
Invoice Number 000000000146273	Invoice Date 02/10/2022	Invoice Due Date 03/01/2022	Status Unpaid
Total Amount Due \$106,240.00	Billed Amount \$13,280.00	Adjustment Amount \$0.00	Balance Forward \$92,960.00
Last Payment Amount* \$132,800.00	Payment Date* 06/22/2021	Days Past Due* 0	Past amount due* \$92,960.00

*Information is based on the latest payment processed.

① If you recently made a payment, it may take up to three (3) business days to see it displayed here.

There may be times when technical issues could prevent tasks from being completed. We thank you for your patience in these instances. Please see the transaction history page to confirm the initiation and status of your portal transactions. EmblemHealth takes no responsibility for, and is not liable for, the portal being temporarily unavailable due to technical issues.

Set up Auto Pay

Make a Payment

Request Updated Bill

Invoice History
▼

Payment History
▼

Ask A Question



Step 4:

Click Invoice History.

1. View the last 24 months of Invoice History.

Invoice History ^

View up to 24 months of invoice history.

Q Search

Generate Consolidated Invoice Export to Excel

Invoice Number	Invoice Date	Billed Amount	Adjustment Amount	Total Amount Due	Payment Amount*	Invoice Due Date	Outstanding Amount*	Invoice Status	
000000000146273	02/10/2022	\$13,280.00	\$0.00	\$106,240.00	\$0.00	03/01/2022	\$13,280.00	Unpaid	+
000000000134258	01/24/2022	\$13,280.00	\$0.00	\$92,960.00	\$0.00	02/01/2022	\$13,280.00	Unpaid	+
000000000108566	12/22/2021	\$13,280.00	\$0.00	\$79,680.00	\$0.00	01/01/2022	\$13,280.00	Unpaid	+
000000000072826	11/10/2021	\$13,280.00	\$0.00	\$66,400.00	\$0.00	12/01/2021	\$13,280.00	Unpaid	+
000000000067553	10/10/2021	\$13,280.00	\$0.00	\$53,120.00	\$0.00	11/01/2021	\$13,280.00	Unpaid	+
000000000037162	09/10/2021	\$13,280.00	\$0.00	\$39,840.00	\$0.00	10/01/2021	\$13,280.00	Unpaid	+
000000000004533	08/10/2021	\$13,280.00	\$0.00	\$26,560.00	\$0.00	09/01/2021	\$13,280.00	Unpaid	+
000000000003783	07/15/2021	\$13,280.00	\$0.00	\$13,280.00	\$0.00	08/01/2021	\$13,280.00	Unpaid	+
000000000003152	06/11/2021	\$13,280.00	\$0.00	\$146,080.00	\$13,280.00	07/01/2021	\$0.00	Paid in Full	+
000000000002409	05/11/2021	\$13,280.00	\$0.00	\$132,800.00	\$13,280.00	06/01/2021	\$0.00	Paid in Full	+

*Information is based on the latest payment processed.
TOTAL RECORDS: 26

< 1 2 3 >



Step 5:

Click Payment History.

1. View the last 24 months of Payment History.

Payment History ^

View up to 24 months of payment history.

Q Search

Export to Excel

Payment Number	Payment Amount	Payment Date	Method of Payment	
000004769200	\$102,960.00	08/15/2020	Mail	+
000004769183	\$0.00	08/11/2020	Mail	+
000004769162	\$2,050.00	08/02/2020	Mail	+
000000000000732	\$132,800.00	06/22/2021	Mail	+

TOTAL RECORDS: 4

Thank
You

