

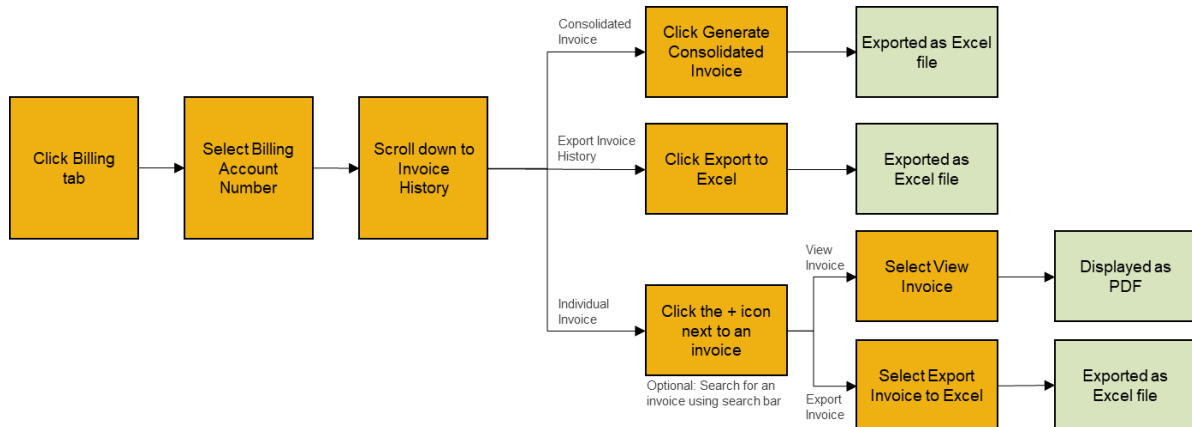
# Billing – View & Export Invoice History

Quick Reference Guide (QRG)



# Billing – View & Export Invoice History

This Quick Reference Guide (QRG) will provide an overview of the process to View and Export Invoice History.



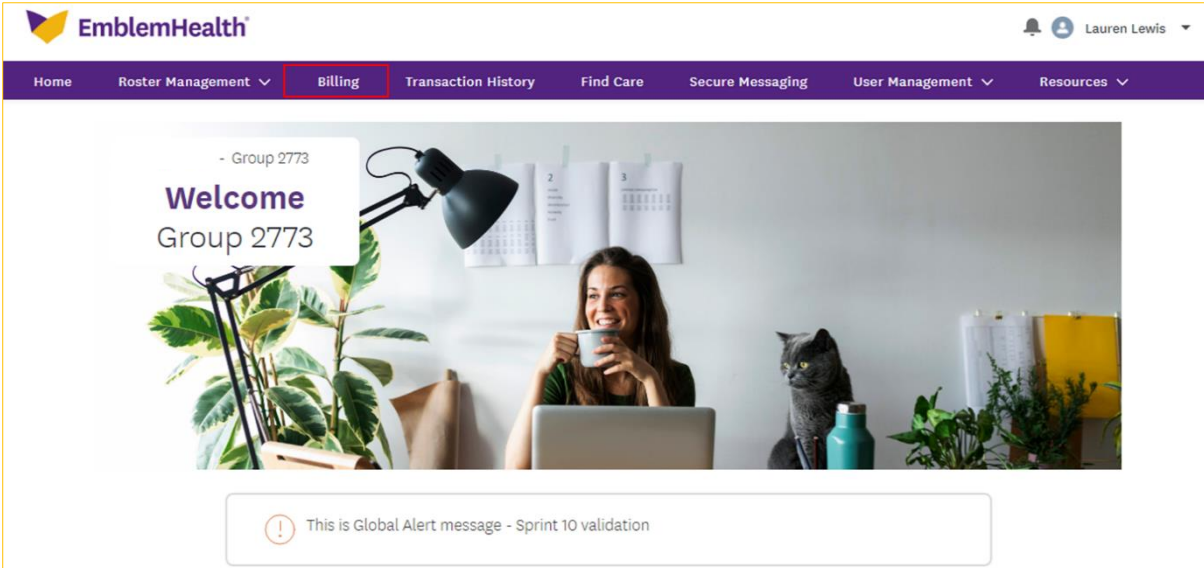
Let us look at the steps in detail to View and Export Invoice History.

## Purpose: View and Export Invoice History.



### Step 1:

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





## Step 2:

The Billing screen displays.  
1. Click the **Billing Account** number.

Home > Billing

- GROUP 2773

### Billing

**Billing Accounts**

Search

Billing Account	Billing Name	Billing Level	Past Amount Due*
1124041000	Group 2773	Group	\$0.00

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



## Step 3:

The Billing & Payments History page displays.  
1. Click Invoice History to view up to 24 months of invoice history.

Home > Billing Details

- GROUP 2773

### Billing & Payments History

**Billing**

<b>Billing Account</b> 1124041000	<b>Billing Account Name</b> Group 2773	<b>Billing Level</b> Group	<b>Billing Frequency</b> Monthly
<b>Invoice Number</b> 000406242477	<b>Invoice Date</b> 10/01/2021	<b>Invoice Due Date</b> 10/01/2021	<b>Status</b> Paid in Full
<b>Total Amount Due</b> \$346,958.28	<b>Billed Amount</b> \$43,242.16	<b>Adjustment Amount</b> \$0.00	<b>Balance Forward</b> \$303,716.12
<b>Last Payment Amount*</b> \$346,958.28	<b>Payment Date*</b> 10/26/2021	<b>Days Past Due*</b> 0	<b>Past amount due*</b> \$0.00

\*Information is based on the latest payment processed.

Set up Auto Pay
Make a Payment
Request Updated Bill

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.

Invoice History ▼

Payment History ▼

Ask A Question

# Billing – View & Export Invoice History



## Step 4:

The Invoice History table displays.

1. (Optional) Enter specific information in the **Search** bar to refine your search results.
2. Click **Export to Excel** to download the invoice history as an Excel file.

Invoice History

View up to 24 months of invoice history.

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
000406242477	10/01/2021	\$43,242.16	\$0.00	\$346,958.28	\$43,242.16	10/01/2021	\$0.00	Paid in Full
000406242476	10/01/2021	\$43,242.16	\$0.00	\$303,716.12	\$43,242.16	09/01/2021	\$0.00	Paid in Full
000406242475	10/01/2021	\$43,242.16	\$0.00	\$260,473.96	\$43,242.16	08/01/2021	\$0.00	Paid in Full
000406242474	10/01/2021	\$43,242.16	\$0.00	\$217,231.80	\$43,242.16	07/01/2021	\$0.00	Paid in Full
000406239657	05/15/2021	\$43,242.16	\$0.00	\$173,989.64	\$43,242.16	06/01/2021	\$0.00	Paid in Full
000406237925	05/01/2021	\$43,242.16	\$0.00	\$130,747.48	\$43,242.16	05/01/2021	\$0.00	Paid in Full
000406237924	05/01/2021	\$43,242.16	\$0.00	\$87,505.32	\$43,242.16	04/01/2021	\$0.00	Paid in Full
000406236924	03/01/2021	\$44,263.16	\$0.00	\$44,263.16	\$44,263.16	03/01/2021	\$0.00	Paid in Full
000406233093	01/07/2021	\$45,814.91	\$0.00	\$379,250.60	\$45,814.91	02/01/2021	\$0.00	Paid in Full
000406230264	12/30/2020	\$41,031.36	\$0.00	\$333,435.69	\$41,031.36	01/01/2021	\$0.00	Paid in Full

\*Information is based on the latest payment processed.  
TOTAL RECORDS: 22



## Step 5:

The Two-Step Account Verification screen displays.

**Note:** While a user is signed-in to the portal, this screen will only display on the first attempt to export to Excel.

1. Click **Email Address** or **Mobile Number** to receive a verification code.
2. Click **Request Code**.
3. Enter the code.

**Note:** If you experience any issues receiving the code, click **Request a new one** or **Try a different way**.

4. Click **Next**.

Email Address  Mobile Number

**Request Code**

We've sent a code to your email address at [vxxxxn@emblemhealth.com]. This code will expire in 15 minutes.

Haven't received a code? [Request a new one.](#)

Having trouble receiving code? [Try a different way.](#)

12345

Verification successful. Your registration is complete. Click "Next to my account" to access your account.

**Next**



# Billing – View & Export Invoice History



## Step 6:

1. Click the downloaded report to view the invoice history.

Invoice Number	Invoice Date	Billed Amount	Adjustment Amount	Total Amount Due	Payment Amount*	Invoice Due Date	Outstanding Amount*	Invoice Status
000406242477	10/01/2021	\$43,242.16	\$0.00	\$346,958.28	\$43,242.16	10/01/2021	\$0.00	Paid in Full
000406242476	10/01/2021	\$43,242.16	\$0.00	\$303,716.12	\$43,242.16	09/01/2021	\$0.00	Paid in Full
000406242475	10/01/2021	\$43,242.16	\$0.00	\$260,473.96	\$43,242.16	08/01/2021	\$0.00	Paid in Full
000406242474	10/01/2021	\$43,242.16	\$0.00	\$217,231.80	\$43,242.16	07/01/2021	\$0.00	Paid in Full
000406239657	05/15/2021	\$43,242.16	\$0.00	\$173,989.64	\$43,242.16	06/01/2021	\$0.00	Paid in Full
000406237925	05/01/2021	\$43,242.16	\$0.00	\$130,747.48	\$43,242.16	05/01/2021	\$0.00	Paid in Full
000406237924	05/01/2021	\$43,242.16	\$0.00	\$87,505.32	\$43,242.16	04/01/2021	\$0.00	Paid in Full
000406236924	03/01/2021	\$44,263.16	\$0.00	\$44,263.16	\$44,263.16	03/01/2021	\$0.00	Paid in Full
000406233093	01/07/2021	\$45,814.91	\$0.00	\$379,250.60	\$45,814.91	02/01/2021	\$0.00	Paid in Full
000406230264	12/30/2020	\$41,031.36	\$0.00	\$333,435.69	\$41,031.36	01/01/2021	\$0.00	Paid in Full

\*Information is based on the latest payment processed.

Invoice-History-16...xlsx

## Step 7:

The invoice history details are displayed in an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Invoice Number	Invoice Date	Billed Amo	Adjustmen	Total Amount Due	Payment Amount*	Invoice Due Date	Outstanding Amount*	Invoice Status				
2	000406242477	10/01/2021	\$43,242.16	\$0.00	\$346,958.28	\$43,242.16	10/01/2021	\$0.00	Paid in Full				
3	000406242476	10/01/2021	\$43,242.16	\$0.00	\$303,716.12	\$43,242.16	09/01/2021	\$0.00	Paid in Full				
4	000406242475	10/01/2021	\$43,242.16	\$0.00	\$260,473.96	\$43,242.16	08/01/2021	\$0.00	Paid in Full				
5	000406242474	10/01/2021	\$43,242.16	\$0.00	\$217,231.80	\$43,242.16	07/01/2021	\$0.00	Paid in Full				
6	000406239657	05/15/2021	\$43,242.16	\$0.00	\$173,989.64	\$43,242.16	06/01/2021	\$0.00	Paid in Full				
7	000406237925	05/01/2021	\$43,242.16	\$0.00	\$130,747.48	\$43,242.16	05/01/2021	\$0.00	Paid in Full				
8	000406237924	05/01/2021	\$43,242.16	\$0.00	\$87,505.32	\$43,242.16	04/01/2021	\$0.00	Paid in Full				
9	000406236924	03/01/2021	\$44,263.16	\$0.00	\$44,263.16	\$44,263.16	03/01/2021	\$0.00	Paid in Full				
10	000406233093	01/07/2021	\$45,814.91	\$0.00	\$379,250.60	\$45,814.91	02/01/2021	\$0.00	Paid in Full				
11	000406230264	12/30/2020	\$41,031.36	\$0.00	\$333,435.69	\$41,031.36	01/01/2021	\$0.00	Paid in Full				
12	000406230224	12/27/2020	\$28,130.65	\$0.00	\$292,404.33	\$28,130.65	12/01/2020	\$0.00	Paid in Full				
13	000406230223	12/27/2020	\$24,024.88	\$0.00	\$264,273.68	\$24,024.88	11/01/2020	\$0.00	Paid in Full				
14	000406230222	12/27/2020	\$24,024.88	\$0.00	\$240,248.80	\$24,024.88	10/01/2020	\$0.00	Paid in Full				
15	000406230221	12/27/2020	\$24,024.88	\$0.00	\$216,223.92	\$24,024.88	09/01/2020	\$0.00	Paid in Full				
16	000406230220	12/27/2020	\$24,024.88	\$0.00	\$192,199.04	\$24,024.88	08/01/2020	\$0.00	Paid in Full				
17	000406230219	12/27/2020	\$24,024.88	\$0.00	\$168,174.16	\$24,024.88	07/01/2020	\$0.00	Paid in Full				
18	000406230218	12/27/2020	\$24,024.88	\$0.00	\$144,149.28	\$24,024.88	06/01/2020	\$0.00	Paid in Full				
19	000406230217	12/27/2020	\$24,024.88	\$0.00	\$120,124.40	\$24,024.88	05/01/2020	\$0.00	Paid in Full				



## Step 8:

1. Click **Generate Consolidated Invoice** to export 12 months of consolidated invoice history to Excel.

**Note:** Self-insured users will not have this option.

**Invoice History**

View up to 24 months of invoice history.

Q Search ①

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	
000406242477	10/01/2021	\$43,242.16	\$0.00	\$346,958.28	\$43,242.16	10/01/2021	\$0.00	Paid in Full	+
000406242476	10/01/2021	\$43,242.16	\$0.00	\$303,716.12	\$43,242.16	09/01/2021	\$0.00	Paid in Full	+
000406242475	10/01/2021	\$43,242.16	\$0.00	\$260,473.96	\$43,242.16	08/01/2021	\$0.00	Paid in Full	+
000406242474	10/01/2021	\$43,242.16	\$0.00	\$217,231.80	\$43,242.16	07/01/2021	\$0.00	Paid in Full	+
000406239657	05/15/2021	\$43,242.16	\$0.00	\$173,989.64	\$43,242.16	06/01/2021	\$0.00	Paid in Full	+
000406237925	05/01/2021	\$43,242.16	\$0.00	\$130,747.48	\$43,242.16	05/01/2021	\$0.00	Paid in Full	+
000406237924	05/01/2021	\$43,242.16	\$0.00	\$87,505.32	\$43,242.16	04/01/2021	\$0.00	Paid in Full	+
000406236924	03/01/2021	\$44,263.16	\$0.00	\$44,263.16	\$44,263.16	03/01/2021	\$0.00	Paid in Full	+
000406233093	01/07/2021	\$45,814.91	\$0.00	\$379,250.60	\$45,814.91	02/01/2021	\$0.00	Paid in Full	+
000406230264	12/30/2020	\$41,031.36	\$0.00	\$333,435.69	\$41,031.36	01/01/2021	\$0.00	Paid in Full	+

\*Information is based on the latest payment processed.  
TOTAL RECORDS: 22



## Step 9:

The Confirmation page displays.

1. Click **Done**.

## Success

We have received your request. You will get a bell notification when the invoice is ready for viewing.

Done

# Billing – View & Export Invoice History



## Step 10:

1. Click the **Bell** icon and from the drop-down menu select the latest report to view the consolidated invoice history.



## Step 11:

The consolidated invoice history details are displayed in an Excel spreadsheet.

A1	INVOICE DATE																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	INVOICE DATE	INVOICE N	INVOICE E	COVERAG	COVERAGE END DATE	CLASS ID	PLAN ID	SUB-GROL	GROUP ID	SUBSCRIBI	LAST NAM	FIRST NAM	SSN	DISPOSITI	FAMILY IN	BAF	PREMIUM DUE
2	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	ME001160	1001		K37500024	DANNY	PASTRY	'91679076	Modal	Subscribe	\$0.00	\$919.12
3	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	4001	MP001090	1001		K37500422	PARKER	PETER	'78123687	Modal	Subscribe	\$0.00	\$1,021.00
4	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	ME001160	1001		K37500685	HARISH	RAGAV	'70079076	Modal	Subscribe	\$0.00	\$919.12
5	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	MP001090	1001		K55010734	ROWLDEN	CLARRY	'76532123	Modal	Subscribe	\$0.00	\$1,715.28
6	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	MP001090	1001		K55010734	JENNI	JOFEFH	'75887788	Modal	Subscribe	\$0.00	\$1,021.00
7	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	MP001090	1001		K55010895	MIKE	HUSSIE	'76538876	Modal	Subscribe	\$0.00	\$1,715.28
8	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	ME001160	1001		K80111295	BARRY	KELLY	'08646648	Modal	Subscribe	\$0.00	\$1,544.12
9	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	ME001160	1001		K80225521	SIDNEY	PHIL	'05018764	Modal	Subscribe	\$0.00	\$919.12
10	5/11/2021	'00000000	6/1/2021	6/1/2021	6/30/2021	1001	MP001090	1001		K80270154	JOHN	SUZAN	'06441029	Modal	Subscribe	\$0.00	\$1,021.00
11	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	ME001160	1001		K80111295	BARRY	KELLY	'08646648	Modal	Subscribe	\$0.00	\$1,544.12
12	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	MP001090	1001		K80250988	JIM U SAR	MARSHA	'10629452	Modal	Family	\$0.00	\$3,236.57
13	2/13/2021	'00040623	9/1/2020	9/1/2020	9/30/2020	1001	MP001090	1001		K80250988	JIM U SAR	MARSHA	'10629452	Modal	Family	\$0.00	\$3,236.57
14	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	MP001090	1001		K80270154	JOHN	SUZAN	'06441029	Modal	Subscribe	\$0.00	\$1,021.00
15	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	ME001160	1001		K80470606	CHRISTY	EDDIE	'05221971	Modal	Subscribe	\$0.00	\$919.12
16	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	MP001090	1001		K80494000	ALEX	LAWREN F	'17085778	Modal	Subscribe	\$0.00	\$1,715.28
17	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	ME001160	1001		K80626758	YO. MICH	ANDRE	'05252686	Modal	Subscribe	\$0.00	\$1,544.12
18	2/13/2021	'00040623	1/1/2020	1/1/2020	1/31/2020	1001	MP001090	1001		K80749481	KIM	SIDNEY	'09252793	Modal	Subscribe	\$0.00	\$2,276.83
19	6/19/2021	'00000000	7/1/2021	6/1/2021	6/30/2021	1001	MP001090	1001		K37504700	JAMES	SAM	'22469698	Retroactiv	Subscribe	\$0.00	\$1,021.00
20	6/19/2021	'00000000	7/1/2021	7/1/2021	7/31/2021	1001	MP001090	1001		K55010734	ROWLDEN	CLARRY	'76532123	Modal	Subscribe	\$0.00	\$1,715.28

# Billing – View & Export Invoice History



## Step 12:

Return to the Invoice History table.

1. Click the **Plus** icon next to an individual invoice and from the drop-down select **View Invoice** to download a PDF version of the invoice.

**Note:** Self-insured users will only have the option to **View Invoice** from the **Plus** icon.

Invoice History

View up to 24 months of invoice history.

Q Search 1 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	
000000000004578	08/10/2021	\$1,074,488.38	\$0.00	\$2,148,681.76	\$0.00	09/01/2021	\$1,074,488.38	Unpaid	
000000000004002	07/26/2021	\$1,074,488.38	\$0.00	\$1,074,488.38	\$14,795.00	08/01/2021	\$1,059,693.38		<div style="border: 1px solid red; padding: 2px;">View Invoice</div> Export Invoice to Excel Ask A Question
000000000003225	06/11/2021	\$1,074,488.38	\$0.00	\$3,229,447.07	\$1,074,488.38	07/01/2021	\$0.00		
000000001968	04/02/2021	\$1,072,662.18	-\$5.00	\$2,152,736.87	\$1,072,662.18	05/01/2021	-\$5.00		
000000001792	03/14/2021	\$1,080,008.78	\$0.00	\$1,080,074.69	\$1,080,008.78	04/01/2021	\$0.00	Paid in Full	
000406235994	02/23/2021	\$1,073,077.76	\$0.00	\$80.91	\$1,073,077.76	03/01/2021	\$0.00	Paid in Full	



## Step 13:

The invoice opens as a PDF.

1. Click the **Arrow** icon to save the downloaded invoice.
2. Click the **Printer** icon to print the downloaded invoice.





# Billing – View & Export Invoice History



## Step 14:

Return to the Invoice History table.

1. Click the **Plus** icon and from the drop-down select **Export Invoice to Excel** to export individual invoice history.

Invoice History

View up to 24 months of invoice history.

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
000406242477	10/01/2021	\$43,242.16	\$0.00	\$346,958.28	\$43,242.16	10/01/2021	\$0.00	Paid in Full
000406242476	10/01/2021	\$43,242.16	\$0.00	\$303,716.12	\$43,242.16	09/01/2021	\$0.00	View Invoice Export Invoice to Excel Ask A Question
000406242475	10/01/2021	\$43,242.16	\$0.00	\$260,473.96	\$43,242.16	08/01/2021	\$0.00	
000406242474	10/01/2021	\$43,242.16	\$0.00	\$217,231.80	\$43,242.16	07/01/2021	\$0.00	
000406239657	05/15/2021	\$43,242.16	\$0.00	\$173,989.64	\$43,242.16	06/01/2021	\$0.00	Paid in Full
000406237925	05/01/2021	\$43,242.16	\$0.00	\$130,747.48	\$43,242.16	05/01/2021	\$0.00	Paid in Full
000406237924	05/01/2021	\$43,242.16	\$0.00	\$87,505.32	\$43,242.16	04/01/2021	\$0.00	Paid in Full
000406236924	03/01/2021	\$44,263.16	\$0.00	\$44,263.16	\$44,263.16	03/01/2021	\$0.00	Paid in Full
000406233093	01/07/2021	\$45,814.91	\$0.00	\$379,250.60	\$45,814.91	02/01/2021	\$0.00	Paid in Full
000406230264	12/30/2020	\$41,031.36	\$0.00	\$333,435.69	\$41,031.36	01/01/2021	\$0.00	Paid in Full



## Step 15:

1. Click the **Bell** icon and from the drop-down menu select the latest report to view individual invoice history.

EmblemHealth

Home    Roster Management    Billing    Transaction History    Find Care    Secure Message

Lauren Lewis

### Billing & Payments History

**Billing**

Billing Account	Billing Account Name	Billing Level
1124041000	Group 2773	Group
Invoice Number	Invoice Date	Invoice Due Date
000406242477	10/01/2021	10/01/2021
Total Amount Due	Billed Amount	Adjustment Amount
\$346,958.28	\$43,242.16	\$0.00

Notifications

- 000406242477**  
Your invoice is now ready to be exported Excel  
2 minutes ago
- Consolidated invoice**  
Your Consolidated Invoice is ready for viewing  
12 minutes ago
- 000406242477**  
Your invoice is now ready to be exported Excel  
Dec 23, 2021 4:12 PM
- 000406242476**  
Your invoice is now ready to be exported Excel  
Dec 23, 2021 4:08 PM
- Phone number change**  
Your Phone number has been updated. If you or your administrator didn't make this change, let us know immediately.



## Step 16:

The individual invoice history details are displayed in an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	INVOICE DA	INVOICE NL	INVOICE DI	COVERAGE ST	COVERAGE EN	CLASS ID	PLAN ID	SUB-GROU	GROUP ID	SUBSCRIBI	LAST NAM	FIRST NA	SSN	DISPOSITI	FAMILY IN	BAF	PREMIUM	DUE
2	2/13/2021	000406235	1/1/2020	1/1/2020	1/31/2020	1001	ME00116	1001		K8011129	BARRY	KELLY	086466	Modal	Subscriber	\$0.00	1,544.12	
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		

Thank  
You

