Create Claim Folder Note for Payment Request Accepted

Create a Claim Folder Note	After the Paymen	e Payment Approver okays payment for the claim, the t Approver must create a claim folder note as follows:
	Step	Action
	1	Click the Create Claim Folder Note link located on the left of the <i>Claim Folder Summary</i> page within the Actions tab.
		Actions Data Contacts Summary Documents (1) Images (0) Notes History Common Actions 2007 Pontiac G6 Documents for Review Date Document Claim Management Est/Supp There are no documents to review. Change Claim Folder Status to Closed There are no documents to review. There are no documents to review.
	2	The Claim Folder Notes window appears. Enter information as noted below.
		Part Description
		1 Use pre-defined notes to automatically
		populate the Subject line and Message section.
		2 Check the Priority indicator to mark the note Urgent.
		3 Click the Save and Notify button to send the note to the Inside Handler (Adjuster). Urgent notes will be listed at the top of the handler's message list.