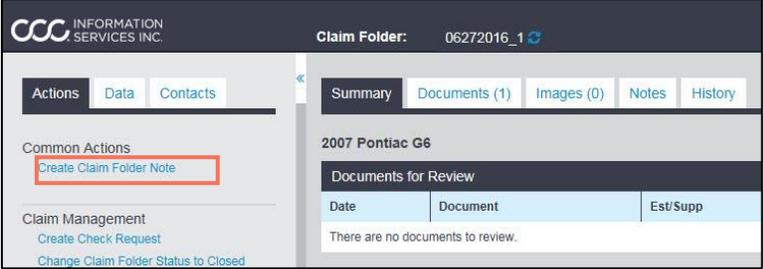
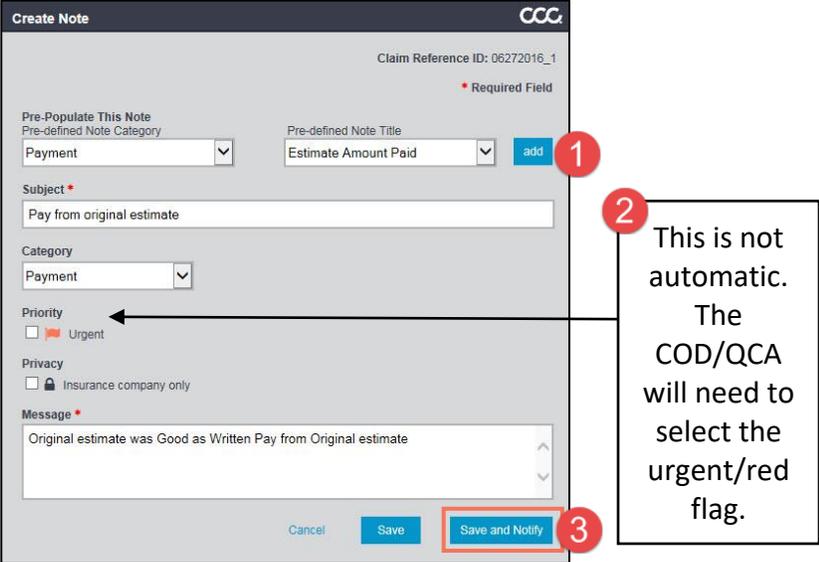


Create Claim Folder Note for Payment Request Accepted

Create a Claim Folder Note

After the Payment Approver okays payment for the claim, the Payment Approver must create a claim folder note as follows:

Step	Action								
1	<p>Click the Create Claim Folder Note link located on the left of the <i>Claim Folder Summary</i> page within the Actions tab.</p> 								
2	<p>The <i>Claim Folder Notes</i> window appears. Enter information as noted below.</p> 								
	<table border="1"> <thead> <tr> <th data-bbox="574 1493 683 1528">Part</th> <th data-bbox="683 1493 1399 1528">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 1528 683 1598">1</td> <td data-bbox="683 1528 1399 1598">Use pre-defined notes to automatically populate the Subject line and Message section.</td> </tr> <tr> <td data-bbox="574 1598 683 1667">2</td> <td data-bbox="683 1598 1399 1667">Check the Priority indicator to mark the note Urgent.</td> </tr> <tr> <td data-bbox="574 1667 683 1810">3</td> <td data-bbox="683 1667 1399 1810">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.</td> </tr> </tbody> </table>	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.
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