Health Page
HIPAA-compliant transit of insurance records

✈ **Send a Fax** ⚗ **Fax Settings ▾** ◔ **Reports ▾** ⚙ **Control Panel ▾** 👤 **My User Account**

Fax Settings > Templates for Faxes

Templates for Faxes

Assign the default settings for companies that may be placed onto fax templates.

Template Type

Source

🔘 Show Inactive Templates

Company

▼   ▼   ▼

🔻 **Filter Listing**   ↺ Clear

[Skip Table](#)

ⓘ *Tip: You may click and drag columns to change your view.*

➕ Add a New Template

👻
No Templates Found.
Please add a new template to get started.

‹ Back

Need help?
📞 [+1 (855) 490 6673](tel:+18554906673)   💬 [Live Chat](#)

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Send a Fax | Fax Settings ▾ | Reports ▾ | Control Panel ▾ | My User Account

Fax Settings > Company Settings > Template Designer

Template Designer

Fax Options

Do clients add templates ever, or only HPS/BMA?

Fax Preview

Use this interface to design the default template choices for all faxes and/or create a custom template to later assign to a company (or many companies) if needed.

All the required fields are marked with an asterisk(*)

Template Name*

This is for your identification purposes and will NOT be seen on the fax.

Template Number

1024

⊙ **Template Active**

Template Type*

⚠

Please select how you will create your template before seeing a Fax Preview.

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Template Number

1024

⬤ **Template Inactive**

Template Type*

Fax Coversheet ▾

How will you create your template?*

○ Create in Web Browser

○ Upload a Microsoft Word File

○ Upload a PDF

⚠

Please select how you will create your template before seeing a Fax Preview.

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1024

◉ **Template Active**

Template Type*

Claims Sheet ▾

How will you create your template?*

○ [palette icon] Create in Web Browser

○ [W icon] Upload a Microsoft Word File

○ [PDF icon] Upload a PDF

⚠️
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Template Type*

Claims Sheet ▾

How will you create your template?*

⬤ 🎨 Create in Web Browser

○ 📄 Upload a Microsoft Word File

○ 📄 Upload a PDF

Please turn on or off which labels should be seen on the template and make other customizations.

Page Layout

○ Portrait

○ Landscaoe

ℹ️ *Landscape can be useful to fit a bit more columns in your table.*

[‹ Back]

Fax Preview

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Benefit Management Administrators
P.O. Box 781709, San Antonio, Texas 78278
https://bmatpa.com
claims@bmatpa.com
Fax: (210) 697-9981   **Phone:**   (210) 697-9900

Claims
The 10 most-recent claims for this member will display.

Claim Number	Claim Status	Incured Date	Claim Amount	Deductible	Co-Pay	Paid Amount	Check Date	Check Number
2023-35120151196-0000	Pending	02/18/2024	$900.63	$90.00	$30.00	---	---	---
2023-35120159191-0000	Paid	02/02/2024	$842.36	$84.23	$30.00	$728.13	02/28/2024	5551236
2023-35120158171-0000	Paid	01/15/2024	$842.36	$84.23	$30.00	$728.13	02/02/2024	5551294
2023-35120154511-0000	Paid	01/01/2024	$842.36	$84.23	$30.00	$728.13	01/28/2024	5551871

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