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.

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

Fax Settings > Company Settings > Template Designer

Template Designer

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

Fax Options

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

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

Template Name*

Template Number   ● **Template Active**

Default Template 2024

1024

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

Template Type*

Fax Coversheet ▾

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.

Regarding*

○ Your Requested Member Eligibility Information

OR

○ Your Requested Member Benefit Information

○ Your Requested Claim Information

○ Your [Insert Request Type Here] Information

● Custom Regarding Name

Fax Preview

CONFIDENTIAL AND PROTECTED COMMUNICATION*

Fax Your Requested Member Eligibility Information

Attention:	Healthcare Provider
Send to Fax Number:	(210) 555-2626
Requestor Phone:	(210) 555-2625
Fax Manger ID:	012345
Date/Time Sent:	Feburary 15, 2024 @ 3:23PM
Page Count:	5 pages (including coversheet)

Insurance Administrator Information

From: **Benefit Management Administrators**

Benefit Management Administrators

Fax Number:	(210) 697-9981
Email:	claims@bmatpa.com
Phone:	(210) 697-9900
Address:	P.O. Box 781709, San Antonio, Texas 78278
Website:	https://bmatpa.com
Other:	Login to our website to check claims status, eligibility, and more! Call or email us if you have any questions. A team member will gladly help. You may call 1 (888) 123-5555 for a self-service call to request claims, benefits, or eligibility information to be faxed to you.

This is not a guarantee of Benefits. This is a general summary of the benefits available under this plan and is not intended to be used as an authorization for services to be provided. We are providing this summary without knowledge of the diagnosis or type of treatment that you plan to provide. All specific plan exclusions and limitations will be applied at the time the claim is processed. Participant's eligibility and benefits are based on the information currently available to us. Both are subject to change without notice to you. All benefits are subject to pre-existing condition limitations as specified in your plan. All covered charges will be limited to reasonable and customary charges. Benefits will be coordinated with another carrier if other coverage is involved.

*HIPAA CONFIDENTIALITY NOTICE

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Templates

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

Template Type

[▾]

Source

[▾]

🔘 **Show Inactive Templates**

In Use by Companies

[▾]

▼ Filter Listing   **↺ Clear**

Skip Table

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

➕ Add a New Template

☐ Select All		Template Number ▾	Template Name ▾	Template Type ▾	Source ▾	Status ▾	In Use by Companies ▾
☐	🔍 View & Edit Template	1024	Default Template 2024	📄 Coversheet	🎨 Web Browser Template	✅ Active	Arkansas Municipal League, Consociate, Dunn &
☐	🔍 View & Edit Template	1025	My MS Word Custom Coversheet 2024	📄 Coversheet	📄 Uploaded Template	✅ Active	Alternative Insurance Resources
☐	🔍 View & Edit Template	1026	Default Eligibility Template 2024	👤 Eligibility	🎨 Web Browser Template	✅ Active	Alternative Insurance Resources, Arkansas Muni
☐	🔍 View & Edit Template	1027	Default Claims Template 2024	📄 Claims	🎨 Web Browser Template	✅ Active	Alternative Insurance Resources, Arkansas Mun
☐	🔍 View & Edit Template	1028	Default Benefit Template 2024	🎗 Benefits	🎨 Web Browser Template	❌ Inactive	Alternative Insurance Resources, Arkansas Muni
☐	🔍 View & Edit Template	1029	Gulf South Custom Template	👤 Eligibility	📄 Uploaded Template	✅ Active	Gulf South
☐	🔍 View & Edit Template	1030	Insurance Administrator of America Compact Template	📄 Claims	📄 Uploaded Template	✅ Active	Insurance Administrator of America
☐	🔍 View & Edit Template	1031	Integra - Custom Disclaimer Template	📄 Coversheet	🎨 Web Browser Template	✅ Active	Integra
☐	🔍 View & Edit Template	1032	Benefit Management Administrators - CALIFORNIA ONLY	🎗 Benefits	📄 Uploaded Template	✅ Active	Benefit Management Administrators

« ‹ 1 › »   [1 ▾]   6 items in 7 pages

Bulk Edit Selected

[✅ Make Selected Active ▾]   **✔ Apply to Selected**

❌ Make Selected Inactive

🗑 Delete Selected Templates

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