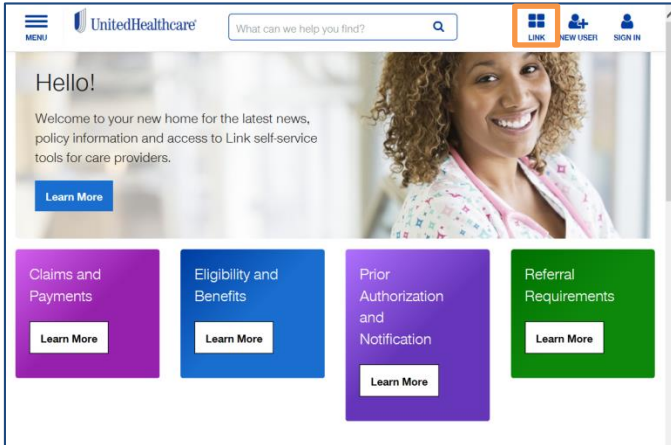


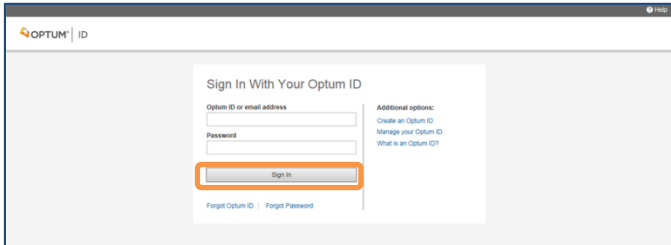
The Single Explanation of Benefit (EOB) tile allows you to search for and save/print individual EOBs.

Get Started

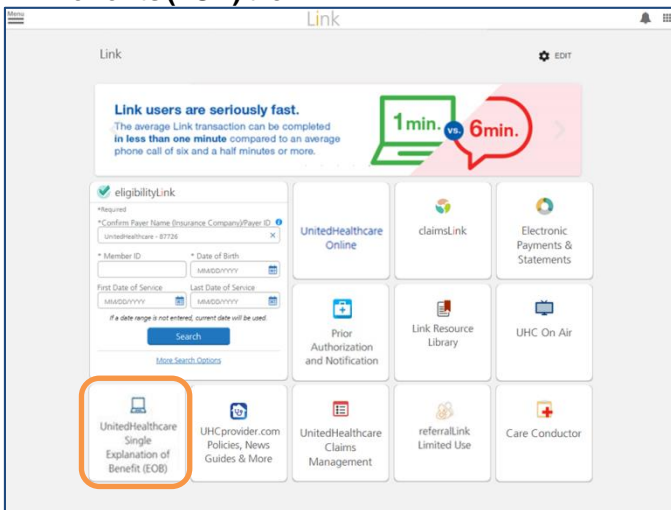
1. From UHCprovider.com, click **Link**



2. Enter your Optum ID and Password, then **Sign In**



3. Click the **UnitedHealthcare Single Explanation of Benefits (EOB)** tile



Single Explanation of Benefits (EOB) Search

Status and Date Search

1. Select the **Status and Date** radio button.
2. Select the **Corporate Tax ID Owner** from the drop-down box.
3. Select the **Physician/Provider Tax ID**.
4. Select the **Status**. (Available Status Options are: All and Zero Payment EOB).
5. Enter the **EOB Start Date** in mm/dd/yyyy format or click the Calendar icon and select the start date. Enter the **EOB End Date** in mm/dd/yyyy format or click the Calendar icon and select the end date.
6. Click the **Search** button.

Single Explanation of Benefit (EOB) Search

*Indicates Required Field

Search by: ☒ Status and Date ☐ Payment Number

*Corporate Tax ID Owner:

*Physician/Provider Tax ID: *Status:

*EOB Start Date: *EOB End Date:

Note: EOB Date is the date that appears on the EOB/check. If you are unsure of the EOB date, enter a range starting from when the claim was submitted through 4 weeks past that date.

SEARCH

7. The **Search Results** screen displays showing ten records per page. To advance page(s), click the **Next** link or corresponding page number.
8. To sort by column, click on the column header.

Search Results

Total record(s) on the page: 10 Page: (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 [Next](#)

Payment Status	Status Date	Payment Number	Amount	
EOB Only	03/05/2015	9225922922	0.00	View EOB
Deposited	03/05/2015	886286886	4776.30	View EOB
Deposited	03/05/2015	889288989	3633.00	View EOB
EOB Only	03/05/2015	9002900900	0.00	View EOB
Deposited	03/05/2015	3304330330	330768.43	View EOB
Deposited	03/06/2015	9042904904	4847.71	View EOB
Deposited	03/06/2015	8942894894	197.04	View EOB

9. To view/print an Explanation of Benefits, click the **View EOB** link for the desired payment number.
10. For a new search, enter the required information in the Explanation of Benefits Search by Status and Date section and click the **Search Again** button.

Single Explanation of Benefits (EOB) Search (continued)

Payment Number Search

1. Select the **Payment Number** radio button.
2. Select the **Corporate Tax ID Owner** from the drop-down box.
3. Select the **Physician/Provider Tax ID**.
4. Enter the **Payment Number**. This number is located on the paper version of the EOB.
5. Click the **Search** button.

Single Explanation of Benefit (EOB) Search

*Indicates Required Field

Search by: ☐ Status and Date ☒ **Payment Number**

*Corporate Tax ID Owner:

*Physician/Provider Tax ID:

*Payment Number:

(located on the paper version of the EOB)

SEARCH

6. The **Search Results** screen displays showing ten records per page. To advance page(s), click the **Next** link or corresponding page number.

Search Results				
Total record(s) on the page: 10		Page: [1] 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next>>		
Payment Status	Status Date	Payment Number	Amount	
EOB Only	03/05/2015	9225922922	0.00	View EOB
Deposited	03/05/2015	8862886886	4776.30	View EOB
Deposited	03/05/2015	8892889889	3633.00	View EOB
EOB Only	03/05/2015	9002900900	0.00	View EOB
Deposited	03/05/2015	3304330330	330768.43	View EOB
Deposited	03/06/2015	9042904904	4847.71	View EOB
Deposited	03/06/2015	8942894894	197.04	View EOB

7. To view/print the Explanation of Benefits, click the **View EOB** link in the row associated with the selected payment number.
8. To perform a new search, enter the required information in the Explanation of Benefits Search by Electronic Payment ID Number section and click the **Search Again** button.

Additional **Help Resources** are available at the **Link Resource Library** and **UHC on Air**

