

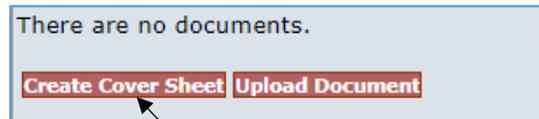
# Faxing Documents with New Claim Submission

- After entering all of the claim information, select the tab labeled **Documents** located on the left menu bar of the claim:

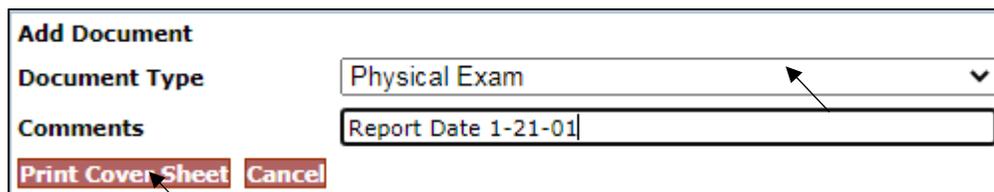


- From this page, all supporting documents can be electronically submitted with your claim. Repeat the following steps for each document that needs to be faxed.

1. Click on the **<Create Cover Sheet>** button.



2. Select the type of document from the Document Type drop-down box, and enter any necessary comments.

A form titled "Add Document". It has a "Document Type" dropdown menu with "Physical Exam" selected. Below it is a "Comments" text input field containing "Report Date 1-21-01". At the bottom are two buttons: "Print Cover Sheet" and "Cancel". A black arrow points to the "Print Cover Sheet" button.

**Note:** When faxing several documents of the same type, it is advisable to add a comment to differentiate between documents of the same type. This will also facilitate the review process.

Document ID	Document Type	Comment
10264586	Physical Exam	Report Date 1-15-97
10264585	Physical Exam	Report Date 1-21-01

3. Preview the cover sheet for accuracy and print it.

4. Attach the document(s) to the cover sheet and fax it to the number at the top of the cover page. (*note – you may fax multiple documents using multiple cover sheets*)
5. The newly created fax cover sheet creates a record which includes Document ID, Document Type, Comment, Received (date), Edited By, Edited, Created By and Created (date). The last field displays a yellow pencil (*to edit*), a printer icon (*to print*) and a blue arrow (*to upload document*).

Save To File < 1 to 1 of 1 >							
Document ID	Document Type	Comment	Received	Edited By	Edited	Created By	Created
10264588	Physical Exam	Report Date 1-21-01		firm super user	10/22/2020	firm super user	10/22/2020

6. Note that the **Received** field will not be populated with the date received until the faxed document has been received by the Facility and attach to the Trust Online claim.
7. After creating all of the necessary fax cover sheets, proceed to the Finish page by either clicking on the <**Finish**> button or the **Finish Claim** tab located on the left side menu bar.
8. At the Finish page, you must complete the submission of you claim and supporting documents by clicking on the <**Submit Claim**> button. You may also save the claim as a draft by clicking on the <**Save Draft**> button.