



## Locating Provider Remittance Statement

CBMS | Process Manual | Revised: January 2026

### OVERVIEW

This document outlines how to locate, view, and print a Provider Remittance Statement in CBMS. It explains where to navigate, which provider identifiers to use, and how to access payment details for one or multiple clients. This guidance helps ensure accurate retrieval of provider payment information and timely support to providers.

### LOCATE THE PROVIDER REMITTANCE STATEMENT IN CBMS

To find a remittance statement, follow these navigation steps within the top navigation bar of CBMS:

1. Click Follow-Up Activities
2. Click Client Correspondence
3. Click Printed Client Correspondence
4. Select EFT Account ID or License Number in the Primary Parm Type dropdown
  - a. The Primary Parm Type dropdown option of "Provider ID" refers to an ID that is assigned by the system for internal identification. This ID is not printed on Remittance Statements or known to providers.
5. Enter the EFT Account ID or License Number in the Primary Parm field
  - a. Providers may give you their "Provider ID" for you to look them up by because it used to be labeled that way on the Remittance Statement. If the provider is a LTC facility, the number they may know as their "Provider ID" is their License Number, and if the provider is not a LTC facility, the number is their EFT Account ID. When in doubt, you can always go to the Search area of CBMS and conduct a search on the Provider tab to review all numbers associated with the provider.
6. Enter date range

- a. A six-month date range will auto-populate in the Print From Date and Print To Date fields. Modify these dates if needed.
7. Select Search
  8. Click on the Provider Remittance you need
  9. Click Print Details
  10. Click “+” to view, print online or batch print
    - a. The Provider Remittance statement can be viewed, printed online, or batch printed just like any other correspondence.
    - b. The provider may receive payment for multiple clients; the bottom portion will provide the details for each client payment.
    - c. A statement will generate in overnight batch any time a provider receives a payment for one or more clients.
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## ACCESSIBILITY

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