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 Outptm 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.
6. Enter the EOB End Date in mm/dd/yyyy format or click the Calendar icon and select the end date.
7. Click the Search button.

**Search Results**

- The Search Results screen displays showing ten records per page. To advance page(s), click the Next link or corresponding page number.
- To sort by column, click on the column header.
- To view/print an Explanation of Benefits, click the View EOB link for the desired payment number.
- 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 dropdown 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.

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

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.