CoreLogic

Job Aid

Claim Totals Page – Claims Connect

Claim Totals Page in Claims Connect

This job aid will guide company admistrators and users through the changes to how Claim Totals operate for newly created claims in Claims Connect.

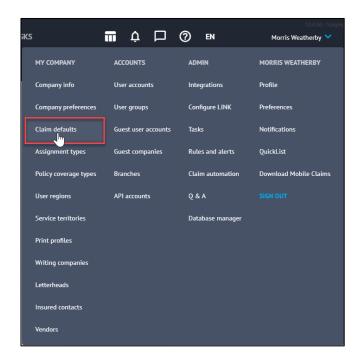
The following tasks are described in this document:

- Setting new Claim Totals Page defaults as a company administrator
- Configuring the deductible within a Claim or Estimate
- Selecting and applying Estimates to the Claim Totals Page
- Modifying the layout of the Claim Totals Page
- Printing the Claim Totals Page with an Estimate

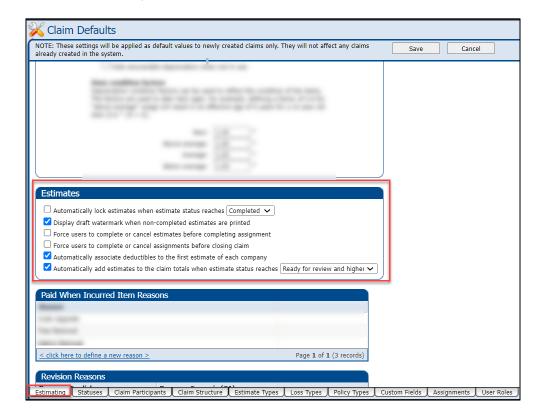
Note: This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

Setting new Claim Totals Page defaults as a company administrator

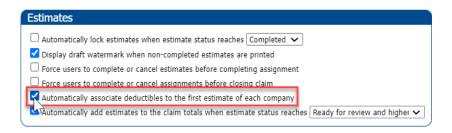
1. Naviate to the Claim Defaults page.



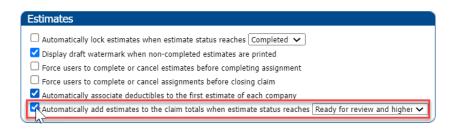
2. On the **Estimating** tab, scroll down to the **Estimates** section.



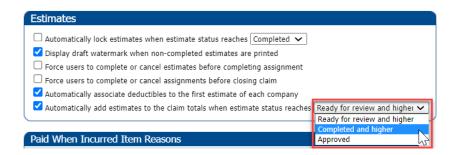
Click the checkbox next to Automatically associate deductibles to the first
estimate of each company to set this as a default setting for deductible application
to estimates.



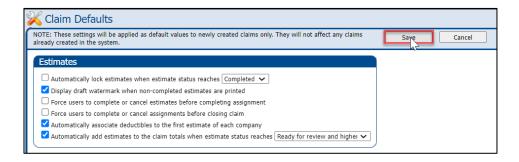
4. Click the checkbox next to **Automatically add estimates to the claim totals when the estimate status reaches...** to turn this setting on for automatically adding estimates to the claim totals.



Click the dropdown menu to be presented with the different status options available for this setting and choose the status that will work best for your company.

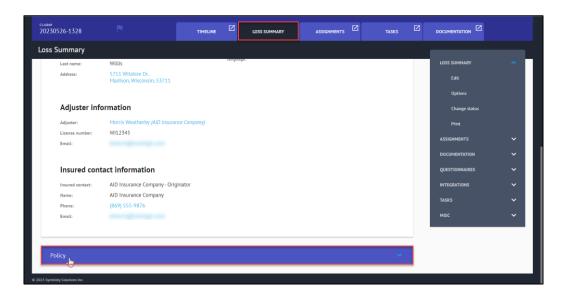


5. Click **Save** to save the changes to Claim Defaults.

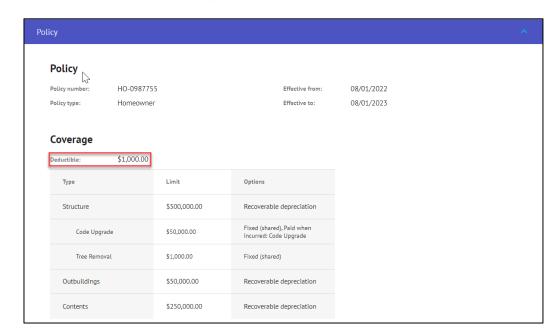


Configuring the deductible within a Claim or Estimate

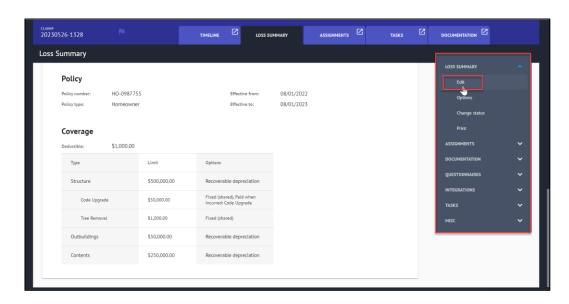
 Within the Loss Summary page of a Claim, scroll down to the Policy section and click to expand.



2. Once expanded, the coverage and deductible information will be visible.

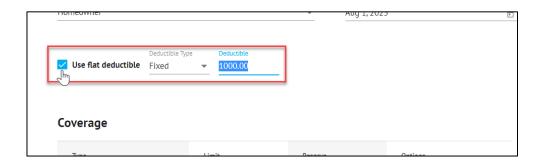


3. In the dropdown menu in the upper righthand corner, open the **Loss Summary** section and click **Edit**. This will allow the ability to change the deductible settings at the Claim level.



4. The Claim Deductible settings are now editable.

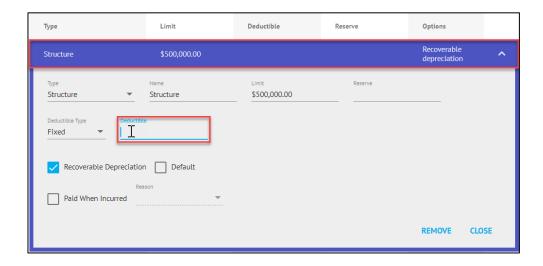
To apply a Flat deductible across the claim, check the box next to **Use flat deductible** and select the deductible type and amount from the dropdown menus.



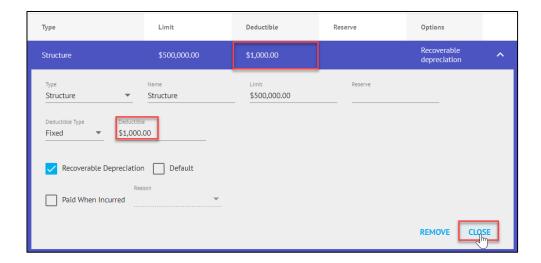
If **Use flat deductible** is left unchecked, a Deductible column will appear in the **Coverage** section.



Select the **Coverage Type** that you wish to apply the deductible to and type the amount in the **Deductible** field.



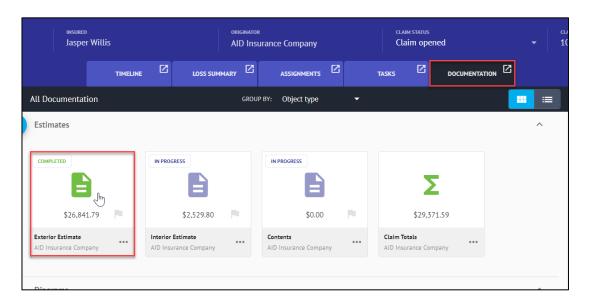
The deductible will now display in the Deductible column. Click **Close** to minimize the Coverage section.



Click **Save** to save any changes made to the Deductible or Loss Summary Page.



5. To make adjustments to the deductible at the Estimate Level, select an **Estimate** to open from the **Documentation** tab.



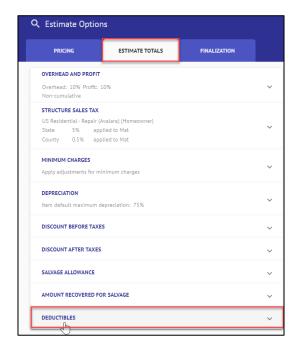
6. On the Estimate page, next select the **Ellipsis** button.



7. Click **Edit options** from Estimate section of the menu to open the Estimate Options blade.



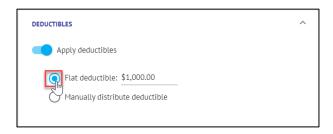
8. Within the Estimate Options blade, open the Estimate Totals tab and then click **Deductibles**.

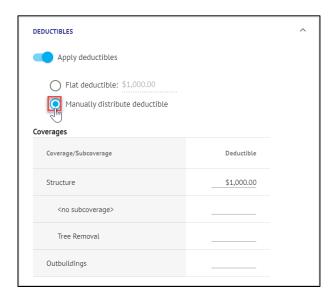


9. To apply the Claim deductible to that specific estimate, toggle **Apply deductibles** on.

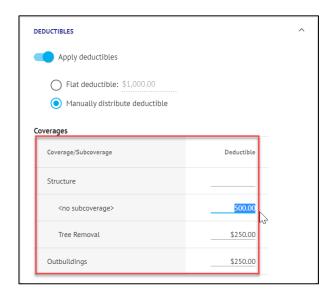


10. Select the radio button next to Flat deductible to have the system distribute the full deductible throughout the estimate, or select the radio button next to Manually distribute deductible to manually set the amount of deductible to be applied across the coverages used in that estimate.

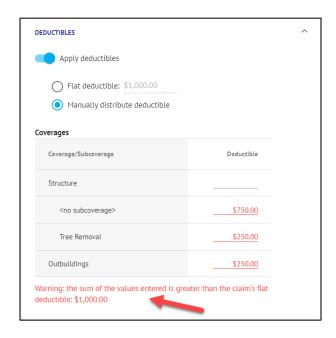




11. If Manually distribute deductible was selected, then enter the desired amounts into the fields in the **Deductible** column.



Note: If the total amount allocated amongst the coverages is higher than the claim's flat deductible, a warning message will be displayed.



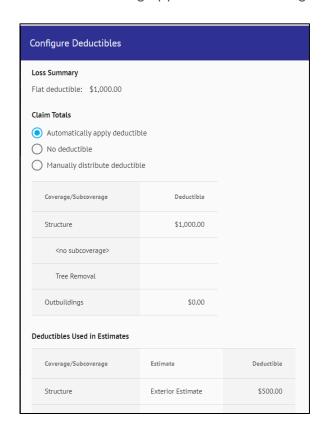
12. Click **Save** to save the changes made & close the window, or **Cancel** to discard the changes & close the window.



13. To configure the deductibles further or verify the application of the deductibles throughout the claim, click **Configure Deductibles** on the Claim Totals Page.



14. The Configure Deductibles blade will open from the right and the user will see the current Deductible configuration of the Claim – the deductible amount and how the deductible is being applied across coverages and estimates.

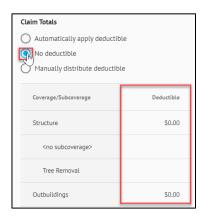


15. Select the radio button next to the deductible configuration option that is needed for the claim.

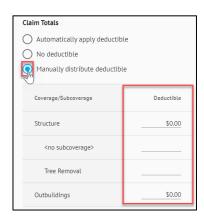
Automatically apply deductible will allow the system to distribute the deductible to the coverages/estimates as needed.



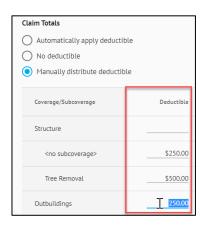
No deductible will remove the deductible from being applied to the claim at all.



Manually distribute deductible will allow the user to type the amounts to be distributed to each coverage/subcoverage.



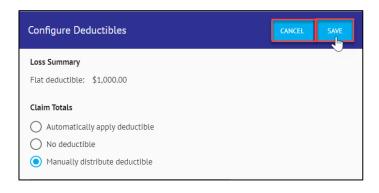
16. If **Manually distribute deductible** is selected, type the monetary amounts into the fields of the Deductible column.



Note: If the total amount allocated amongst the coverages is higher than the claim's flat deductible, a warning message will be displayed.

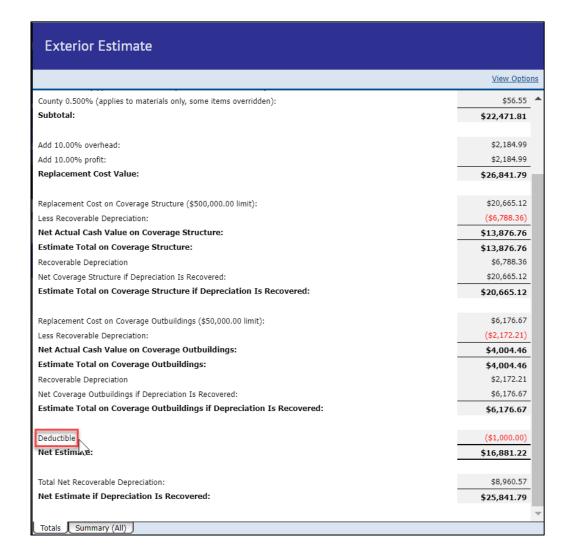


17. Click **OK** to save and apply the settings to the Claim Totals, or click **Cancel** to discard any changes.

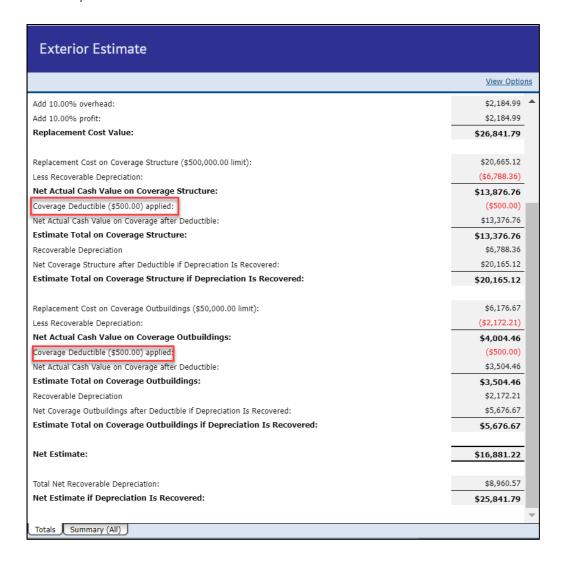


18. View the **Estimate Totals** page to see the deductible applied to that estimate.

Flat Deductible



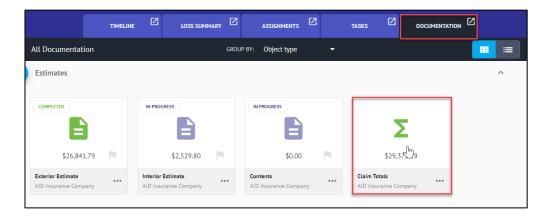
Manually distributed deductible



Note: Where the deductible is viewed on the Estimate Totals page is dependent on the selection made from the Estimate Options blade in Step 10.

Selecting and applying Estimates to the Claim Totals Page

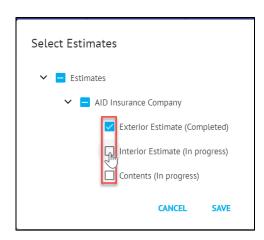
1. Open **Claim Totals** from the Estimates section of the Documentation tab.



2. Click Select Estimates at the top of the page.

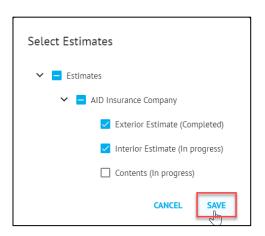


3. Check the boxes next to the Estimates that you wish to have added to the Claim Totals and to display on the Claim Totals Page.

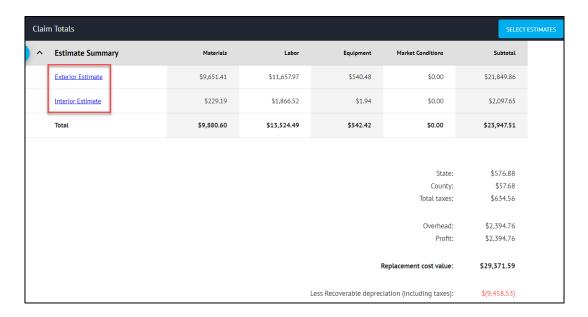


Note: Depending on the Originator Company claim default settings, checkboxes next to certain estimates may default to 'Checked' based on the status of the estimate.

4. Click Save to save the selections & close the window.

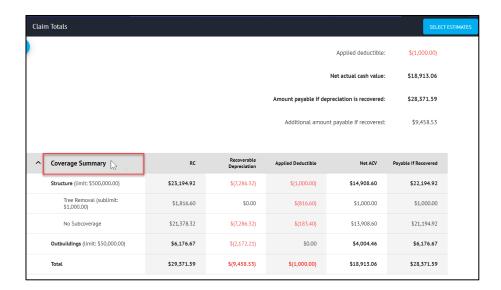


5. View the selected Estimates now on the Claim Totals Page. The top portion of the page displays the **Estimate Summary.**



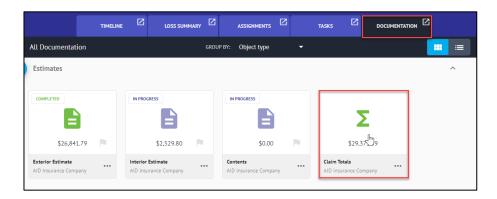
Note: For quick access back to the Estimate to make any revisions, click the blue link of the Estimate name.



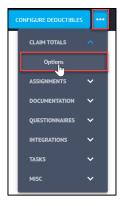


Modifying the layout of the Claim Totals Page

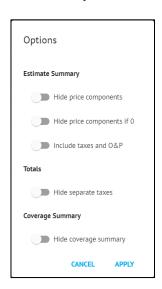
1. Navigate to the Claim Totals Page from the Documentation tab.



2. Click the **Ellipsis** button at the top of the page and select **Options** from the Claim Totals section of the menu.



3. From the **Options** window, several layout options are presented.



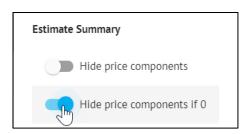
4. Toggle the switch next to the options that you wish to apply to your Claim Totals Page.

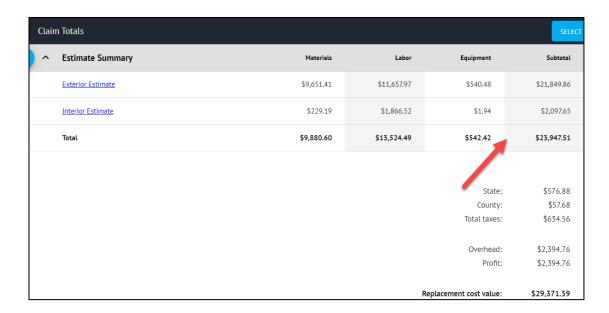
Hide Price Components will remove the Materials, Labor, Equipment & Market Conditions columns from view in the Estimate Summary section.



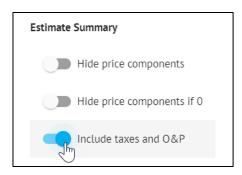


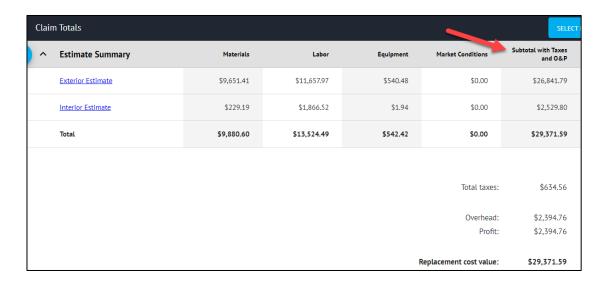
Hide Price Components if 0 will hide any of the Estimate Summary columns where all amounts are 0 for that column.





Include Taxes and O&P will include taxes and o&p into the Estimate Summary subtotals column calculations in place of separate Taxes, Overhead and Profit lines included in the Claim totals section below.





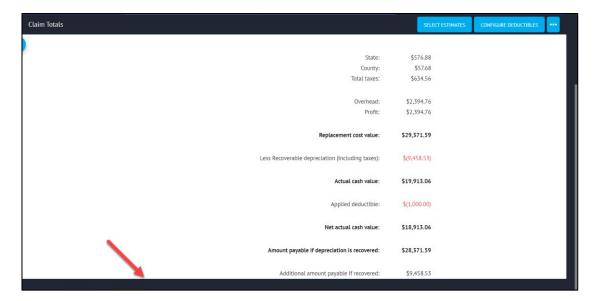
Hide Separate Taxes will hide the breakout for the taxes applied from different jurisdictions (ie County & State in the US or GST & PST in Canada), and only display one lump sum 'Total taxes' line.



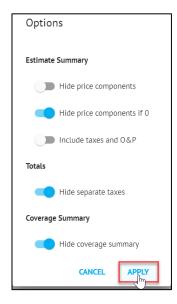
Claim Totals SELECT						
^	Estimate Summary	Materials	Labor	Equipment	Market Conditions	Subtotal
	Exterior Estimate	\$9,651.41	\$11,657.97	\$540.48	\$0.00	\$21,849.86
	Interior Estimate	\$229.19	\$1,866.52	\$1.94	\$0.00	\$2,097.65
	Total	\$9,880.60	\$13,524.49	\$542.42	\$0.00	\$23,947.51
					Total taxes:	\$634.56
					Overhead:	\$2,394.76
					Profit:	\$2,394.76
				F	Replacement cost value:	\$29,371.59

Hide Coverage Summary will hide the Coverage Summary section from view on the Claim Totals page.



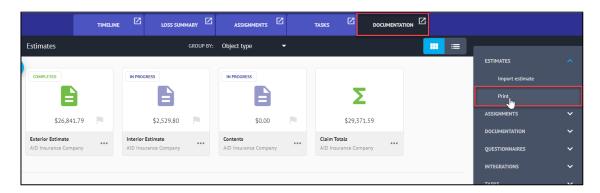


5. Click **Apply** to apply the Options to the Claim Totals Page.

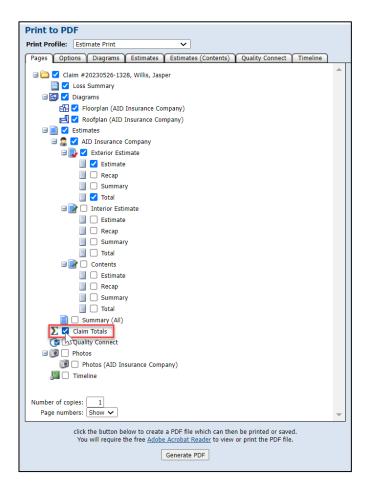


Printing the Claim Totals Page with an Estimate

1. From the Documentation page, select **Print** from the Estimates section of the menu.



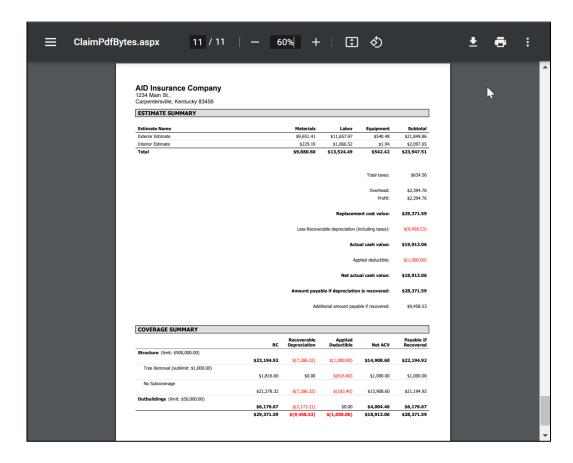
2. Check the box next to **Claim Totals** to include the Claim Totals Page with the printing package.



3. Select **Generate PDF** next to create a PDF that can be saved or printed.



4. View the Claim Totals Page layout in the printing package.



About CoreLogic

CoreLogic is the leading provider of property insights and solutions, promotes a healthy housing market and thriving communities. Through its enhanced property data solutions, services and technologies, CoreLogic enables real estate professionals, financial institutions, insurance carriers, government agencies and other housing market participants to help millions of people find, buy and protect their homes. For more information, please visit corelogic.com.

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