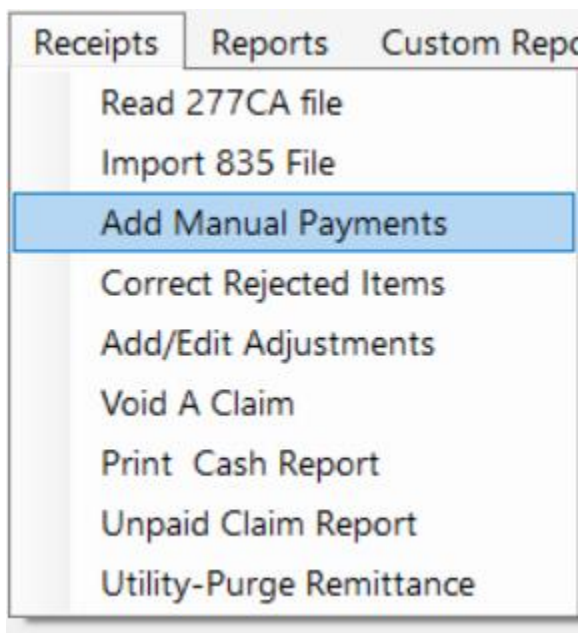# Closing Claims

If a claim is still OPEN (835 has not been applied), use Add Manual Payments to **close** it out.

If a claim has been REJECTED (835 has been applied), use Correct Rejected Items to mark it as **Unbillable**. (see below)
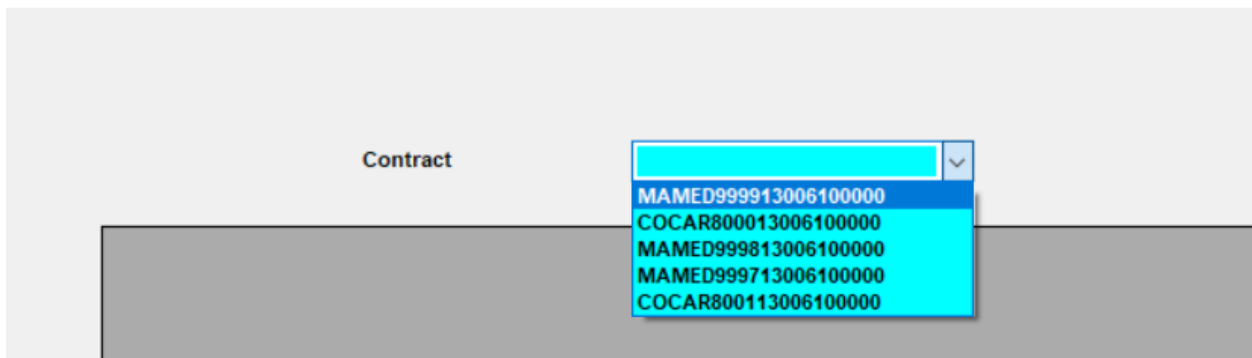
Both options listed above will remove claims from aging reports.

Under the Receipts tab, select Add Manual Payments:

Receipts	Reports	Custom Repc
Read 277CA file		
Import 835 File		
Add Manual Payments		
Correct Rejected Items		
Add/Edit Adjustments		
Void A Claim		
Print Cash Report		
Unpaid Claim Report		
Utility-Purge Remittance		

Choose the contract that you submitted your claim under from the drop down box:

Manual Receipt Lookup

Contract

MAMED999913006100000
COCAR800013006100000
MAMED999813006100000
MAMED999713006100000
COCAR800113006100000

Choose your claim by selecting it from the list and click on the Close Claim button on the bottom right of the screen:

name_key	sort_name	med_num	from_date	proc_code	proc_code_m	dol_billed
192	AYLES, JAYNE	100009953413	10/12/2017	H2014		$68.88
192	AYLES, JAYNE	100009953413	10/16/2017	H2014		$17.22
192	AYLES, JAYNE	100009953413	10/17/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	10/19/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	10/23/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	10/24/2017	H2014		$68.88
192	AYLES, JAYNE	100009953413	10/26/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	10/30/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	10/31/2017	H2014		$68.88
192	AYLES, JAYNE	100009953413	11/2/2017	H2014		$11.48
192	AYLES, JAYNE	100009953413	11/7/2017	H2014		$68.88
192	AYLES, JAYNE	100009953413	11/9/2017	H2014		$11.48
212	BAILEY, ALLISON	100001802592	10/3/2017	H2014		$57.40

Name Key 192   Name JAYNE AYLE   **Print Rejection Report**

From Date 10/12/2017   To Date 10/12/2017 $ Billed $68.88 $ Net Billed $68.88

Print Remit Report

$ Paid 68.8800

Remit Date

ICN #   E Code   This field will zero fill after you enter the error codes with numbers.

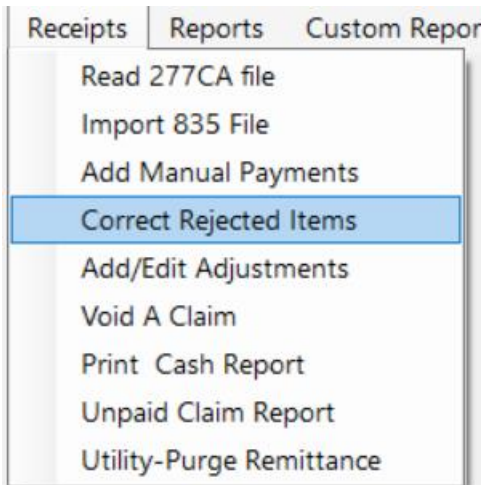**Add Payment**   **Close Claim**

A message box will appear asking if you want to close the claim. If you click Yes, the claim will be closed out and you will be able to create another claim for that individual, if necessary.

Confirm Add Payment   ✕

Do you want to close this claim?

Yes   No

Marking Claims Unbillable

Under the Receipts tab, select Correct Rejected Items:

Select the error code from the box and click Edit:

Choose your claim or claims from the Detail Selection and click on Unbillable.

Once you click on Yes, the claim will disappear from the box and will no longer appear on your aging reports. You will be able to create another claim (ie: to another payer) for that individual.