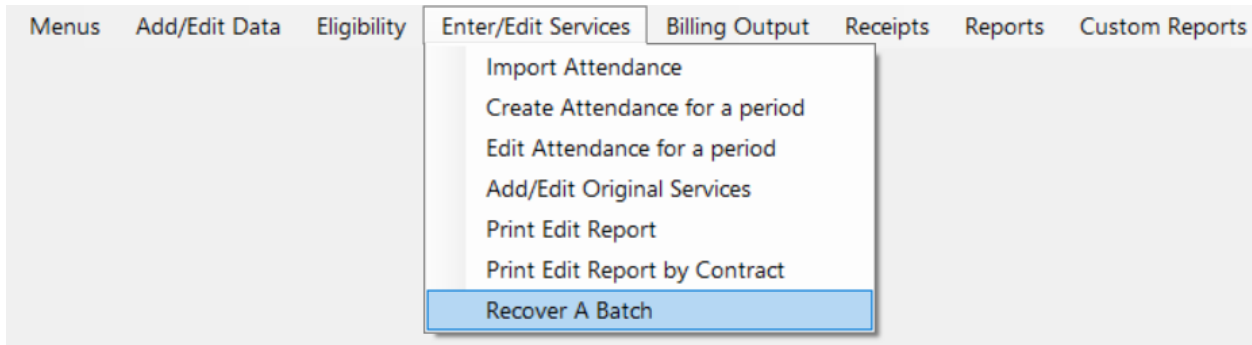


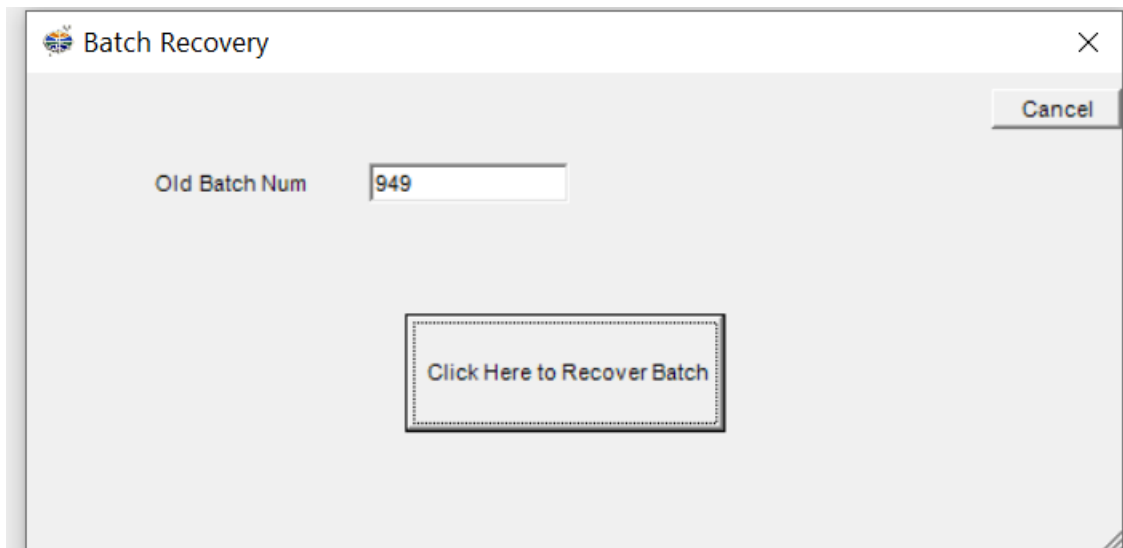
Recover A Batch

Go to Enter/Edit Services and select Recover A Batch.



NOTE: A batch that has had a payment file (835) applied **cannot** be recovered. The software will only recover batches that have claims in an O (open) status in the history file.

Enter your batch number (can be located on your Submission Recap report) in the box provided and select Click Here to Recover Batch.



This will bring up a notice with the total number of claims and the date span that correlates with the batch. It will ask if you wish to recover. If you select NO, no records will be updated and you may cancel out. If you select Yes, the claims will be brought back from the history file into the temp file.

The claims are now ready to be adjusted accordingly. When you have completed all necessary adjustments to the billing, proceed to Billing Output to create a new submission file. A new batch number will be assigned so print out the submission recap for your reference.

