VOIDS

Go to the Receipts tab and choose Void A Claim.
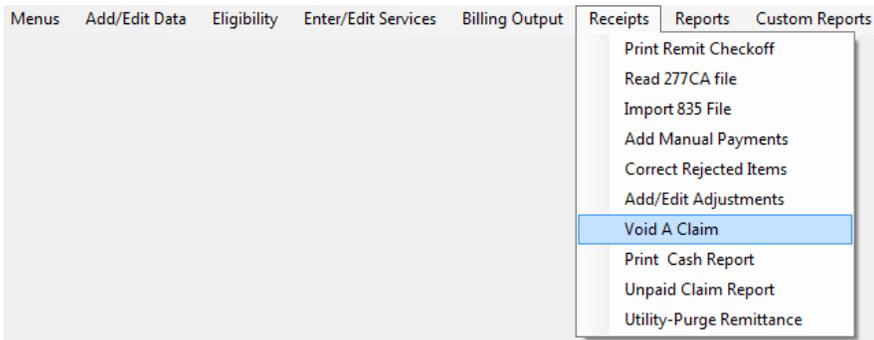
This will bring up the Void Select Form where you will click on Recover a Record from History to Void.
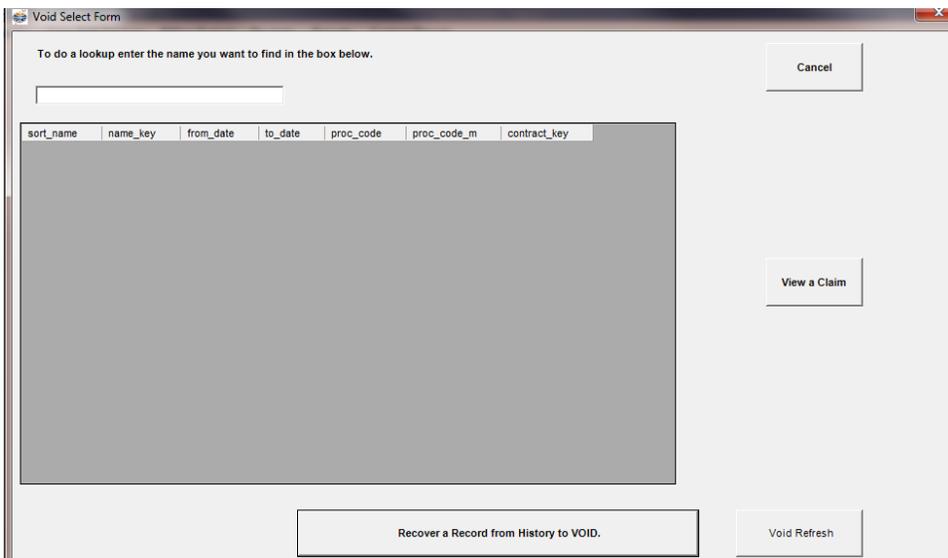
You can hit Enter in Name_Key and it will bring up a listing of all of your individuals or you can simply type your name key in.

Also fill in procedure code and modifier, from and to dates. You may enter a date span if you have more than one dos. Click Recover Paid Claims.
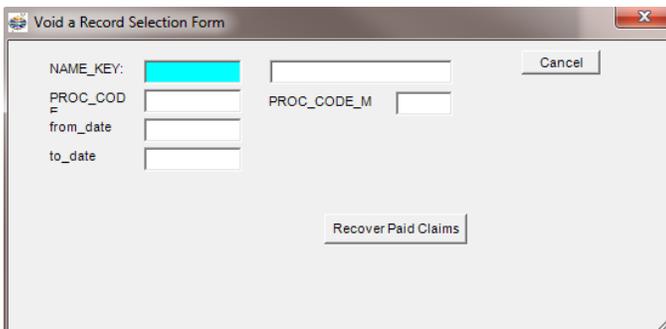
A box will come up asking if you want to recover the claim(s), click Yes.

NOTE: Only claims that have been billed to and paid by MH, *and* have had the 835 (payment) applied will be available for recovery
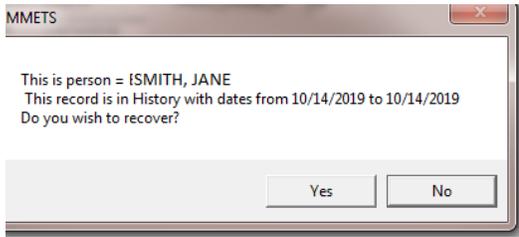
You will not be able to make any adjustments on the Claim Form Screen so you can cancel out of the screen and go into Print Edit Report.

NOTE: The Edit Report will show the dollar total that MH will be *recouping.* It will appear as a positive dollar figure, however, MH will *retract* that total from your next deposit/RA.

You can then proceed to Billing Output/Regular Billing.
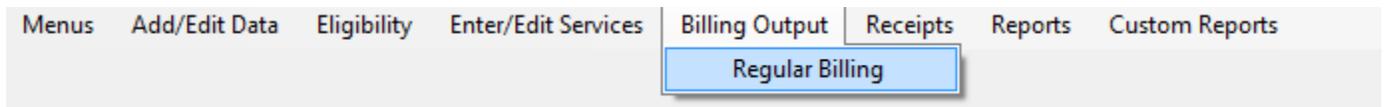
Enter in your Begin and End dates for Billing and click on Refresh List. In the selection box, highlight your provider and click Update Master Billing File.

Once that is done you will get a box that says Master Billing file Loaded. Proceed to create Billing. Click OK.
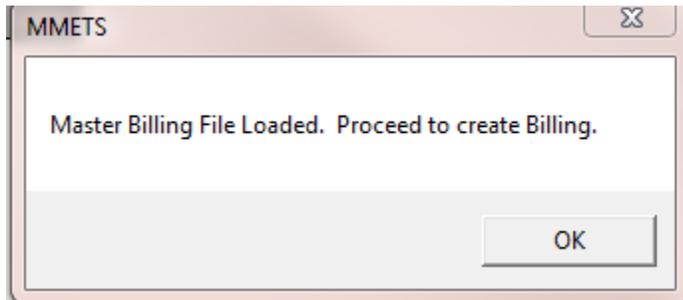
Then click on Electronic Void.

This will then bring up your Submission Recap Report. Make sure the total you are billing matches. If so, X out of the page and it will bring you back to the Billing Output screen.

You will be asked if the Submission Recap report balances:

If it does not balance, hit NO and the submission file will not be created. You will then be able to go back in and make any necessary adjustments to your billing.
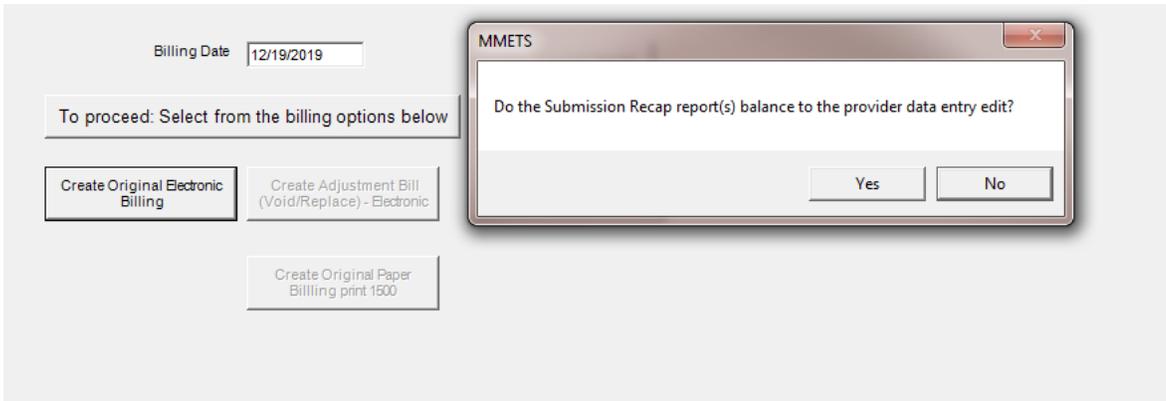
If it does balance, you will get another message box asking if it's OK to create the submission file.
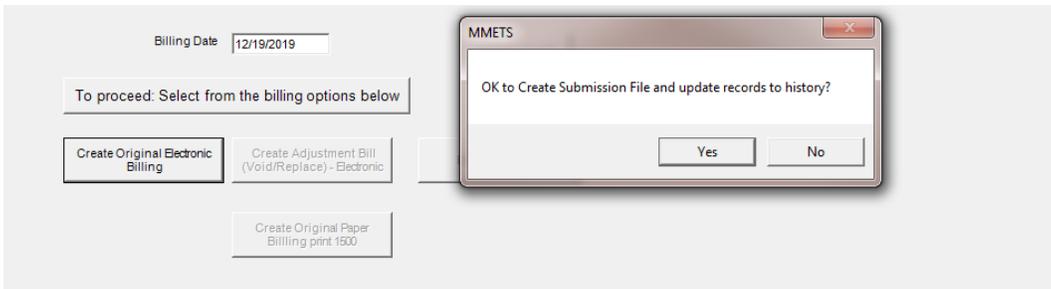
If you select Yes, you will get the following box. Select Submission File Location and once you have a location, click on Create Submission File (it will create an 837 file) and follow the prompts.
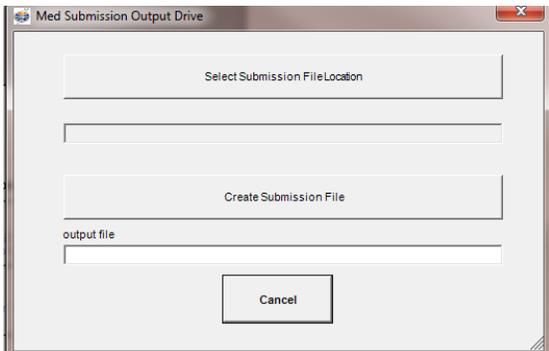
Your file is now created and ready to be uploaded to MH.