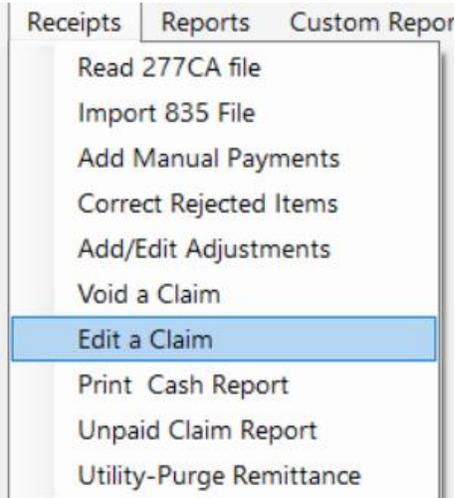


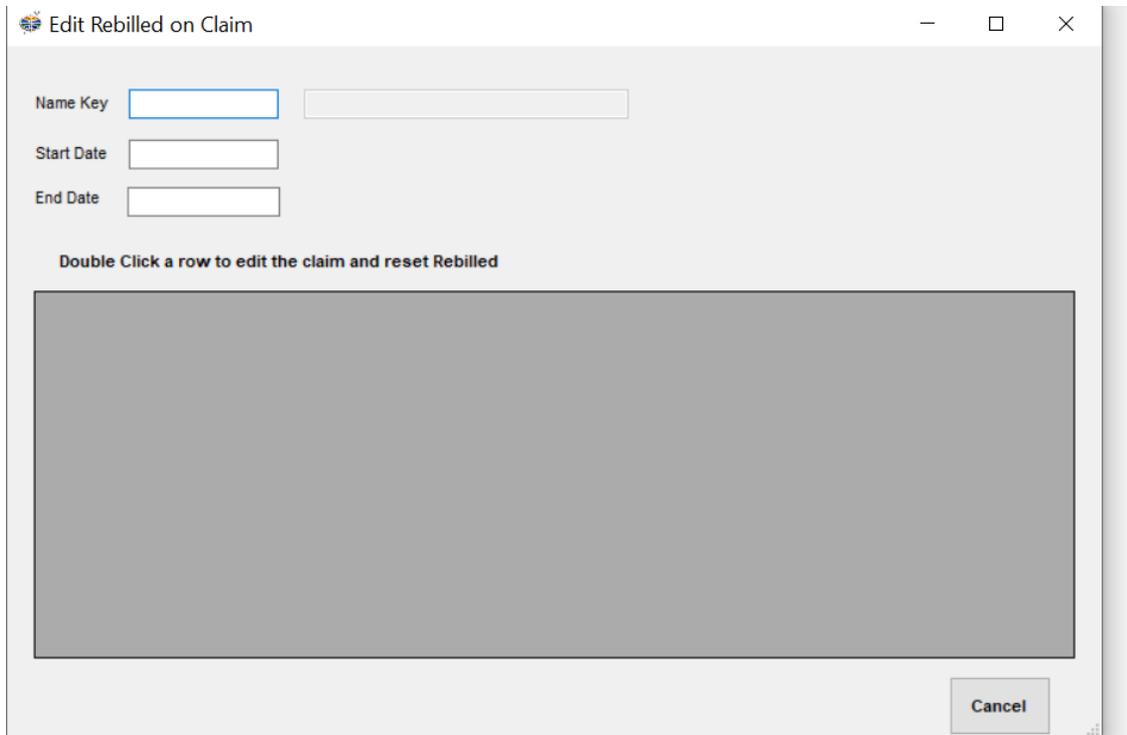
Edit a Claim

To change the status of the claim in the history file.

Go to Edit a Claim under the Receipts tab:



Enter the name key, start date, and end date of the claims:

A screenshot of a dialog box titled 'Edit Rebilled on Claim'. The dialog box has a title bar with a minimize button, a maximize button, and a close button. Below the title bar, there are three input fields: 'Name Key', 'Start Date', and 'End Date'. The 'Name Key' field is currently empty and has a blue border. Below the input fields, there is a text label that reads 'Double Click a row to edit the claim and reset Rebilled'. Below this label is a large, empty rectangular area, likely intended for a table of claims. At the bottom right of the dialog box, there is a 'Cancel' button.

All of the claims that are in the history file will appear in the box. The Rebilled field shows the current status:

Double Click a row to edit the claim and reset Rebilled

name_key	sort_name	from_date	to_date	ProcCode	Mod	Rebilled	Contract
104	CASH, SABRINA	1/1/2020	1/1/2020	H2014	TF	Z	MAMED999913006100000
104	CASH, SABRINA	1/2/2020	1/2/2020	H2014	TF	C	MAMED999913006100000
104	CASH, SABRINA	1/3/2020	1/3/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/6/2020	1/6/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/7/2020	1/7/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/8/2020	1/8/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/9/2020	1/9/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/10/2020	1/10/2020	H2014	TF	U	MAMED999913006100000

Cancel

Status List:

C: Closed (claim is unable to be rebilled, ie: not eligible for services)

O: Open (waiting for first payment)

P: Paid (835 has been applied)

S: Some activity—possible rejection, ready to be rebilled if necessary

U: Unbillable (unable to be rebilled, see 'C' above)

V: Void—claim recovered from history to void

Z: Adjusted (adjustment done after claim was marked as Paid)

Double click on the date of service you want to change and enter that letter (O, P or C) in the box provided. Click OK and your claim will be updated in the Rebilled field.

Name Key CASH, SABRINA

Start Date

End Date

Double Click a row to edit the claim and reset Rebilled

name_key	sort_name	from_date	to_date	ProcCode	Mod	Rebilled	Contract
104	CASH, SABRINA	1/1/2020	1/1/2020	H2014	TF	Z	MAMED999913006100000
104	CASH, SABRINA	1/2/2020	1/2/2020	H2014	TF	C	MAMED999913006100000
104	CASH, SABRINA	1/3/2020	1/3/2020	H2014	TF	P	MAMED999913006100000
104	CASH, SABRINA	1/6/2020	1/6/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/7/2020	1/7/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/8/2020	1/8/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/9/2020	1/9/2020	H2014	TF	O	MAMED999913006100000
104	CASH, SABRINA	1/10/2020	1/10/2020	H2014	TF	U	MAMED999913006100000

Edit Claim ✕

Please type in O or P or C to reset rebilled for this claim

If you choose to mark a claim as paid (P), you will be prompted to enter in a remit date and then a claim number and dollars paid amount:

Edit Claim ✕

Please enter the Remit Date for this claim

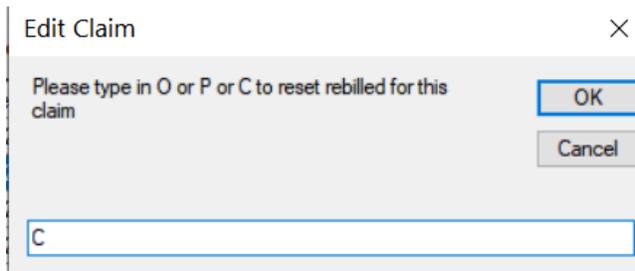
Edit Claim ✕

Please enter the Claim Number

Edit Claim ✕

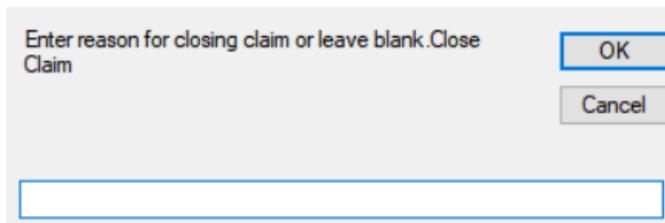
Please enter Dollars Paid

If you choose to Close a claim, double click on the dos and enter C in the box:



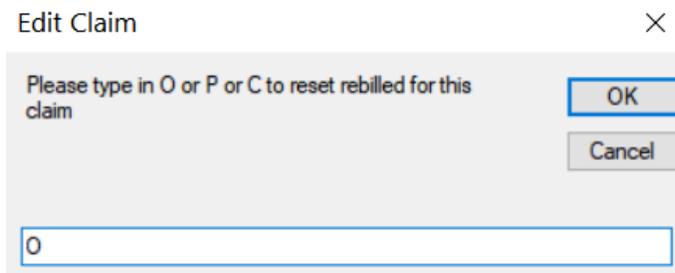
The screenshot shows a dialog box titled "Edit Claim" with a close button (X) in the top right corner. The main text inside the dialog reads "Please type in O or P or C to reset rebilled for this claim". Below this text are two buttons: "OK" and "Cancel". At the bottom of the dialog is a text input field containing the letter "C".

There is an option to enter a reason for closing the claim, enter it in the next box:



The screenshot shows a dialog box with the text "Enter reason for closing claim or leave blank. Close Claim". It features "OK" and "Cancel" buttons and a text input field at the bottom, which is currently empty.

If you want to reopen a claim, enter O in the box:



The screenshot shows a dialog box titled "Edit Claim" with a close button (X) in the top right corner. The main text inside the dialog reads "Please type in O or P or C to reset rebilled for this claim". Below this text are two buttons: "OK" and "Cancel". At the bottom of the dialog is a text input field containing the letter "O".