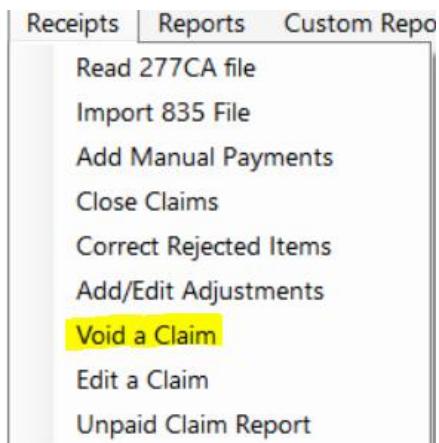
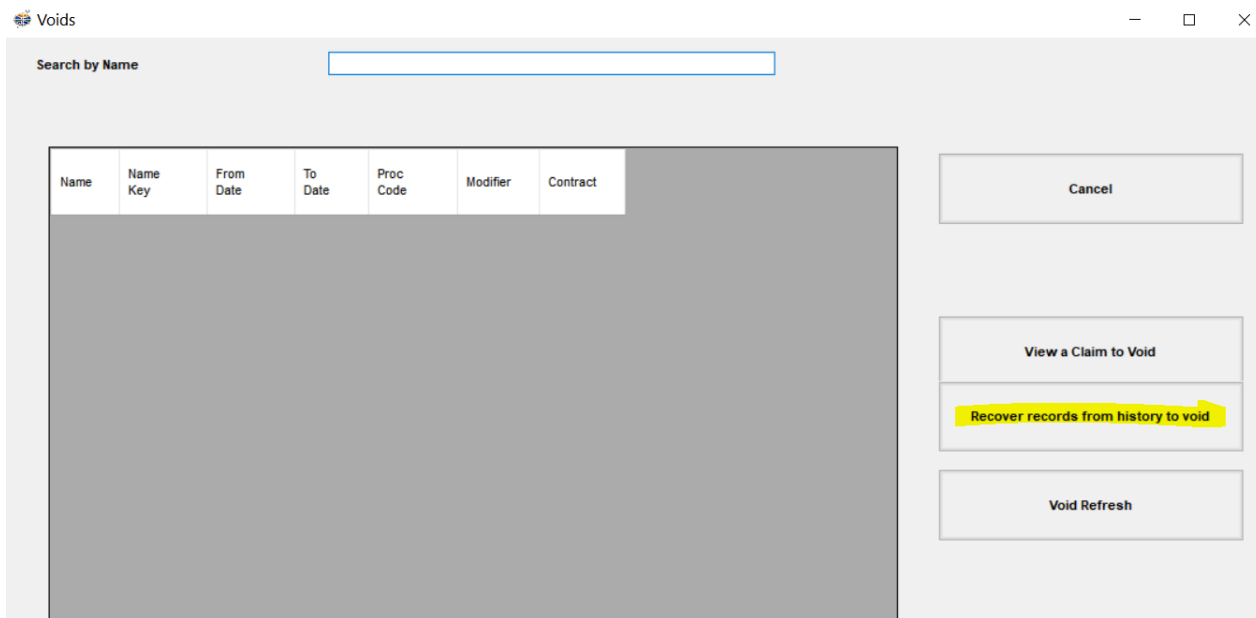


# VOIDS

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 on the right side of the screen:



This Void a Record Selection form will come up:

Void Record Selection Form

Name Key: [ ] [ ]

Proc Code: [ ] Modifier: [ ]

From Date: [ ]

To Date: [ ]

[ ]

Recover Paid Claims Cancel

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 date of service.

Click Recover Paid Claims on the bottom of the screen.

A box will come up asking if you want to recover the claim(s), click Yes.

Void Record Selection Form

Name Key: 135 RUBEN ADAMS

Proc Code: S5140 Modifier: TG

From Date: 6/1/2020

To Date: 6/7/2023

name_key	sort_name	from_date	to_date	ProcCode	Mod	Rebilled	Contract
135	ADAMS, RUBEN	4/1/20					BMCHP200013156160000
135	ADAMS, RUBEN	5/1/20					BMCHP200013156160000
135	ADAMS, RUBEN	6/1/20					BMCHP200013156160000

MMNET

Do you want to recover the selected items?

Yes No

Recover Paid Claims Cancel

MMNET

There were 1 records created.

OK

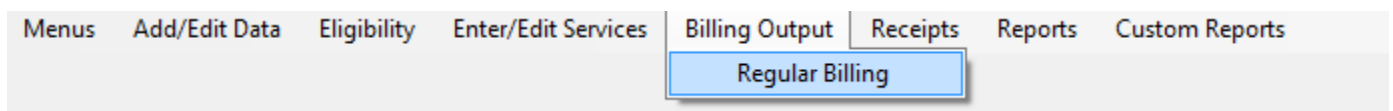
Once claims are recovered from history, they will appear in the Voids box, available **only** to view. No adjustments or edits can be made to a void.

**NOTE:** Only claims that have been billed to and paid, **and** have had the 835 (payment) applied will be available for recovery

Once you have recovered all desired claims, we recommend running an 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.

You can then proceed to Billing Output/Regular Billing.



Enter 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.

The screenshot shows the 'Medicaid Billing: ETS Demo' application window. At the top, there are input fields for 'Begin Date' (6/1/2023) and 'End Date' (6/30/2023), followed by a 'Refresh List' button. Below this is a table with three columns: 'Directory', 'Provider', and 'Contract'. The first row is highlighted in blue and contains the values 'ETS Demo', '1300610', and 'BMCHP200013156160000'. Below the table is a large grey rectangular area. Underneath the table, there is a yellow button labeled 'Update Master Billing File'. Below this button, the 'Billing Options' section contains a 'Billing Date' field (7/1/2023) and three buttons: 'Create Original Electronic Billing', 'Create Adjustment Bill (Void/Replace) - Electronic', and 'Electronic Void'. At the bottom right is a 'Cancel' button.

Directory	Provider	Contract
ETS Demo	1300610	BMCHP200013156160000

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

The screenshot shows a small dialog box titled 'MMETS'. It contains the text 'Master Billing File Loaded. Proceed to create Billing.' and an 'OK' button at the bottom right.

Then click on Electronic Void.

Medicaid Billing: ETS Demo

Begin Date: 6/1/2023 End Date: 6/30/2023 Refresh List

Directory	Provider	Contract
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Update Master Billing File

Billing Options

Billing Date: 07/30/2023

Create Original Electronic Billing Create Adjustment Bill (Void/Replace) - Electronic Electronic Void Cancel

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.

Proceed with billing and upload.