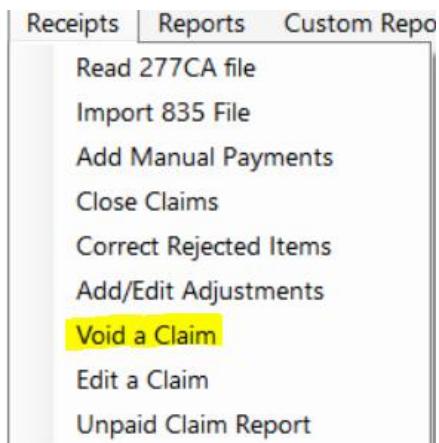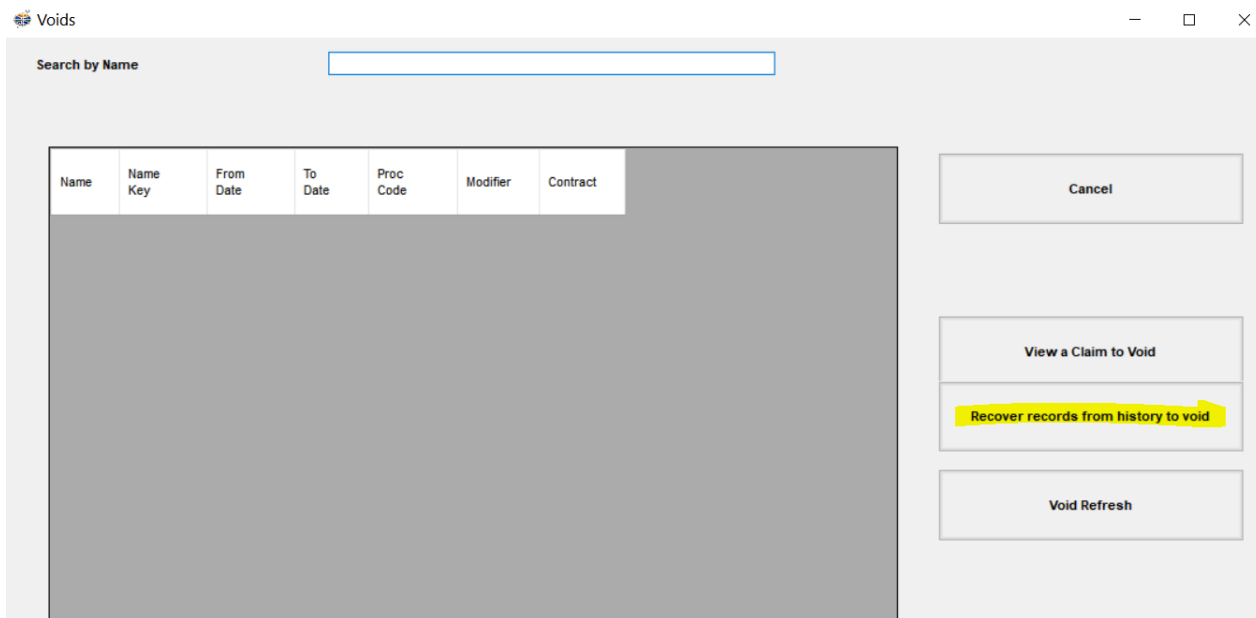# VOIDS

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:

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.

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.
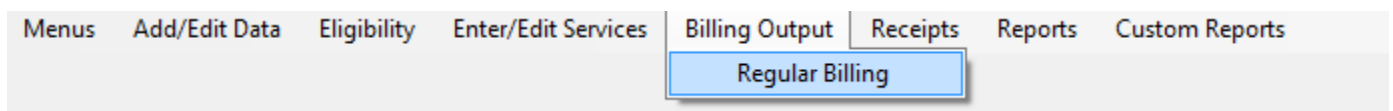
Enter your Begin and End dates for Billing and click on Refresh List. In the selection box, highlight your provider and click Update Master Billing File.

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.

Proceed with billing and upload.