

Submitting Replacement Claims

Claims in 'Sent' status can be submitted again as Replacement Claims. Follow the steps below to resubmit a claim in 'Sent' status:

1. In the Billing tab of the Dashboard, click on the Search link.

Professional Claim	
Billing Data	New Search Summary Detail Report ISP Billing Archive
Service Authorization	New Search Archive
Professional Claim	New New (Using Template) New Template Send Search Template Search Transaction Search Archive
Report	Utilization Unclaimed Reconciliation Denied Claim Aging Report
Claim Submission	Send Claim
Remittance 835	Upload Search

2. Search for and open the Claim form you want to submit by entering the appropriate search criteria.

Claim Search

Individual

Entered By

Individual Medicaid Number

Authorization ID

Funding Source

Service Description/Code

Billing Data ID

Service Date From To

Claim ID

Billing Provider NPI Number

Billing Provider Organization Name

Billing Provider Person Name First Name Last Name

Medicaid Provider Number

Claim Create Date From To

Payer

Claim Status

Claim Frequency Type Code

Other Insurance Indicator Yes No

Used for IB Yes No

Enter Search parameters as appropriate.

Select the 'Sent' option for Claim Status

Cancel
Search

3. Scroll down towards the bottom of the claim form and click on the 'Update Status' button.

Professional Claim

Form ID: CLM-DEMONE-D7L4NC2Z8ED8G

Status: Sent
 Created By: Sophia Hayes, Other
 Create Date: Tue, 19 May 2015 11:30:00 PM
 Last Updated By: Sophia Hayes, Other
 Last Update Date: Wed, 20 May 2015 12:42:19 AM

Primary Diagnosis Code ICD-9: 7999
 Delay Reason Code -
 Prior Authorization Number IBSA-DDDNE-D7K4N4PY2DF6E

Service Lines

#	Billing Data ID	Date of Service	Service Code	Service Description	Procedure Modifiers	Primary Diagnosis Code	Diagnosis Code Pointer	Unit Rate (\$)	Billable Units	Unit of Measure	Amount Billed (\$)	Paid
1	BILL-DEMONE-D7L2B97QEDF7P	05/06/2015	5665	CLDS In Home Daily		7999	1	\$1.00	5.6	daily	\$5.60	No

Total Claim Amount (\$) 5.60
 Amount Paid (\$) 0.00
 Patient Responsibility Amount (\$) 4.50

Third Party Liability

Note Reference Code -
 Comments

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[Update History \(9\)](#)

4. Clicking on the 'Update Status' button will open the Claim Status and Amount Update page. Select the status as 'Paid' from the New Status field.

Claim Status and Amount Update

* New Status ←

* Amount Paid (\$)

Specify the payment amount here