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.

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

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

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.