

Step By Step Guide: AccuCare Billing

How to Send a Corrected/Voided Claim

Introduction:

When a claim needs to be submitted electronically as a Corrected or Voided Claim, there is identifying information that needs to be change on the transaction before it is resubmitted.

Preparations:

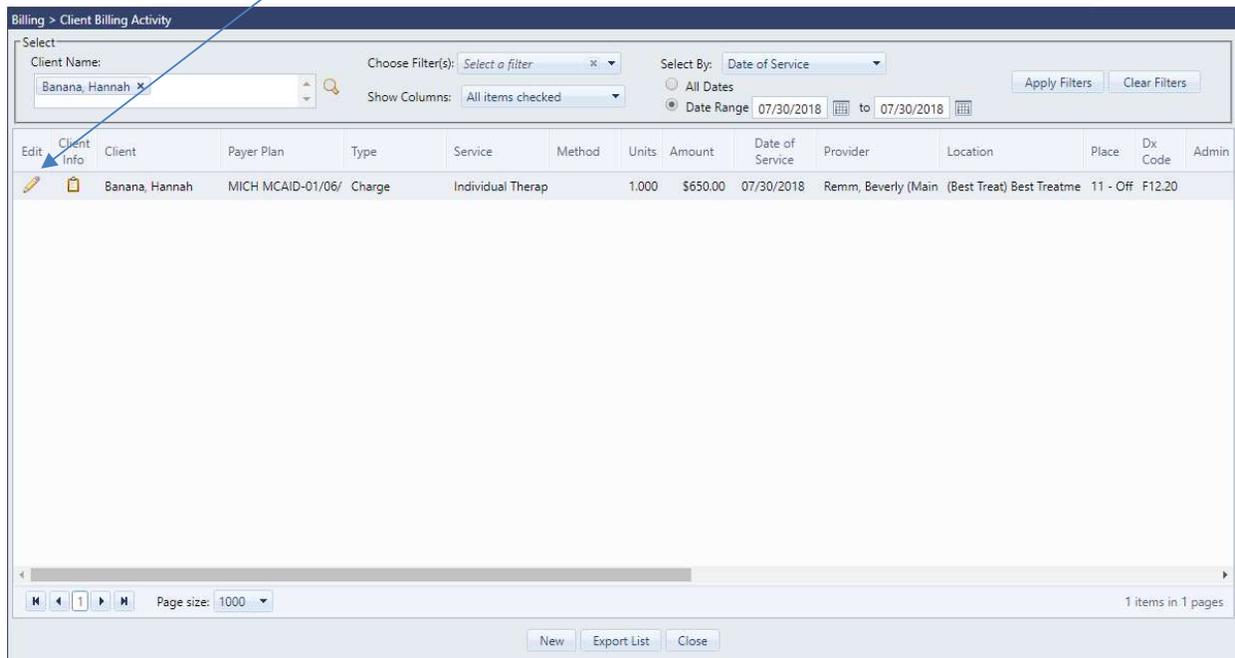
Before submitting the claim as corrected, make sure to change the information that needs to be corrected. This might need to be information changed in the Client Intake or Client Billing Activity. Once the information is corrected or changed, you will want to enter the corrected claim details to resubmit.

Considerations:

In order to submit a Corrected Claim electronically, you will need the Original Claim Number/ID from the initial claim that was submitted. This information is provided by the Payer or might be present on the Explanation of Benefits.

Steps:

1. Open the Client Billing Activity
2. Search for the Client and the date of service for the transaction you are correcting or voiding.
3. Click on the Edit Icon on the row of that transaction.



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4. Locate the Frequency Code dropdown. Select the appropriate Frequency Code
7 – Replacement Claim or 8 – Void/Cancel Claim

Edit Transaction

Transaction Type: Charge

Client Name: Banana, Hannah

Client Payer Plan: MICH MCAID-01/06/2017[INS/St]

Provider: Remm, Beverly (Main)

Service Code: Individual Therapy

Payment Method:

Pmt Ref Number:

Units: 1.000

Amount: \$650.00

Date of Service: 07/30/2018

End Date of Service:

Location of Service: Best Treat

Place of Service: 11 - Office

Frequency Code: 1 - Admit thru Discharge

Diagnosis Code: 1 - Admit thru Discharge

Admin Note: 2 - Interim - 1st claim

Claim ID: 3 - Interim continuing claim

Use Insurance: 4 - Interim last claim

Claim Note: 5 - Late charges only claim

Pmt Receipt Number: 6 - Adjustment of Prior Claim

Print Receipt:

7 - Replacement Claim

8 - Void/Cancel Claim

Save & Next Save & Close Cancel

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- Next fill in the Claim ID field for the Original Claim number provided by the Payer.

Edit Transaction

Transaction Type: Charge

Client Name: Banana, Hannah

Client Payer Plan: MICH MCAID-01/06/2017[INS/SE]

Provider: Remm, Beverly (Main)

Service Code: Individual Therapy

Payment Method:

Pmt Ref Number:

Units: 1,000

Amount: \$650.00

Date of Service: 07/30/2018

End Date of Service:

Location of Service: Best Treat

Place of Service: 11 - Office

Frequency Code: 8 - Void/Cancel Claim

Diagnosis Code: F12.20

Admin Note:

Claim ID: 123456789

Use Insurance: Yes

Claim Note:

Pmt Receipt Number:

Print Receipt:

Save & Next Save & Close Cancel

- Click Save and Close on the Transaction
- Close Client Billing Activity
- Navigate to Submit Services
- Search for the transaction/service that you worked on
- Select and Prepare that transaction
- Click on Create Insurance Claims
- Click Submit Electronic Claims