

Adjusting a Paid Claim



- Open the claim requiring an adjustment
- Change and save the necessary information
- Click the “adjust” button

Adjusting a Paid Claim

- Once you click the “adjust” button a new claim is created and assigned a new ICN
- Refer to the information in the “Claim Status Information” and “EOB Information” area at the bottom of the page to see how your new claim has processed

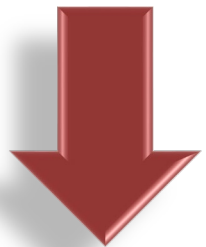
Adjusting a Paid Claim – Example



2221180234001
5821185127250

Originally paid \$45.00
Now paid \$50.00

Additional payment of \$5.00



2021172234001
5021173127250

Originally paid \$50.00
Now paid \$45.00

Account receivable (\$5.00)

Voiding a Paid Claim



- Open the claim you wish to void
- Click the “void” button at the bottom of the claim
- The status is flagged as “non-adjustable” in MITS
- An adjustment is automatically created and given a status of “denied”

Voiding a Paid Claim – Example



2221180234001
5821185127250

Originally paid \$45.00
Account receivable (\$45.00)

* Make sure to wait until *after* the weekend's adjudication cycle to submit a new, corrected claim if one is needed