



How Do I Correct a Claim?

For Additional Questions and Answers, visit our [FAQ](#) section

Correcting Claims:

Step 1: Select the Application

Click *View Claims Submitted Online* on the left-hand side menu on the *MyPractice* Page.

Step 2: Locate the Claim

Conduct a search for the desired claim or advance through the pages to find the claim and click **Resubmit**.

NOTE:

- Corrections can only be made to *Place of Service, Billed Amount* and *Number of Units*.
- Corrections can only be conducted on claims showing as *Received/Accepted*.

Step 3: Make Corrections

The claim will open to the *Preview* page. Use the navigation boxes at the top of the page to navigate to the appropriate page to make the correction.

Step 4: Preview Corrections

After making corrections, click ***Save and Continue*** to the *Preview* page. Preview corrections, scroll to the bottom of the page and click ***Submit***.

TIPS:

- HIPAA-compliant.
- For further assistance, use the *FAQs* link to access ***Contact Us***.