

# Claim Adjustment

*Paid* claims can be:

- Adjusted
- Voided
- Copied

**cancel**

**adjust**

**void**

**copy claim**

## Claim Adjustment, cont.

To *adjust* a *paid* claim:

- Select the claim to adjust
- Change and save the necessary information
- Click the adjust button



## Claim Adjustment, cont.

Once you click the adjust button:

- A new claim is created and assigned an adjusted ICN
- Refer to the information in the “Claim Status Information” and “EOB Information” areas at the bottom of the page to see how your new claim processed

## Claim Adjustment, cont.

Example:

2217180234001

Originally paid \$45.00

5817185127250

Now paid \$50.00

Additional payment \$5.00

2017172234001

Originally paid \$50.00

5017173127250

Now paid \$45.00

Account Receivable (\$5.00)

## Claim Adjustment, cont.

Voiding paid claims:

- Select the claim you wish to void
- Click the void button at the bottom of the page
- The status of the original claim does not change, however, the claim is flagged as “**non-adjustable**” in MITS
- An adjustment is automatically created and given a status of “**denied**”



## Claim Adjustment, cont.

Example:

2217103234001

Originally paid \$45.00

5817115127250

Reversal “Void” Account  
Receivable (\$45.00)

**\*\* Make sure to wait until after weekend adjudication if another claim needs to be submitted.**