


ADJUST OR VOID SERVICES RENDERED CLAIMS

Adjust an unprocessed or processed claim that has the incorrect unit amount. This can be done within the current fiscal year.

Void an unprocessed or processed claim that is a duplicate or one that should not have been entered. This can be done within the current fiscal year.

- Search for the client
- Click Show
- Hover over the Service Tab>Services Rendered>Services Rendered List
- Choose and enter filter criteria
- Click Filter

- The information will show under each column
 - Click the  at the row to be viewed
 - Sort each column by clicking into the column header
 - Click Show to view the services rendered screen

Client ID	First Name ▲	Middle Name	Last Name	Provider Claim ID	Provider	Service Offering ID	Specialized Service Code	Service	Service Rendered Date	Status	Type	Eligibility
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- **To adjust a claim:** Change the unit amount to adjust the claim
 - Write a comment
 - Click Save

- **To void a claim:**

- Type a comment
- Click Void
- Click YES at the message: Are you sure you want to void this service rendered record?



The screenshot shows a software interface with a 'Comments' section. The 'Comments' field contains the text 'VOID this claims is not valid for this client.' Below the field is a row of buttons: 'New', 'Save', 'Void', 'Copy', 'Accept', 'Reject', and 'Cancel'. The 'Void' button is highlighted with a red box.

The voided/adjusted claim will reflect in the next invoice batch run. The cutoff each month is on the 6th business day.