

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Senter tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

## Editing a Claim

Last Modified on 10/21/2019 1:56 pm EDT

Version 14.19

To make corrections to current, or non-daysheeted, or posted charges from the Patient Chart:

- 1. Click the Patient Chart button on the Clinical, Billing, or Practice Management tab.
- 2. Click **Charges** from the Account section of the Window Navigation Panel.
- 3. Select the Claim that needs to be edited from the Current (Posted) Charges/Payments section of the window.
- 4. Click the Edit button. The Add/Edit Charges window is displayed.

📁 Patient Chart: MARY TE	STI	PATIEN	T (99) Sex	F DOB:	05/16/2	015 Age:	4 yrs. 0 r	nos. In	s: CIGI	NA PPC									-	• ×
2	C	har	ges	New Cl	aim M	New Supe	erbill E	dit	Delete	Del	All	Post A	ll Pos	st Select	ed Reve	ert Pat R	esp Pat	Stmt	Ins Stmt	CMS-15
Contact constraints	0	show recently converted superbills																		
Include confidential	3	Claim #	Date	CPT	Moc	Desci	PT ription	Units	Ren d	Serv	ICD1 0 1	ICD1 0 2	ICD1 0 3	ICD1 0 4	NDC ID	Couns ?	Sta	ge	Comr	nents
🍐 Consent Forms	•	2	4/19/201	99203		OFFICE/	OUTPA	1	SJK								Ready			
ACCOUNT		2 5/3/201		99212	99212 OFFICE		OUTPA	1	SJK	C L70.							Ready			
Summary Insurance Claims		CURRE	NT (POST	ED) CH	ARGES	/ PAYME	NTS													
Payments Credits	3	Claim #	Date	Prim Insur	Sec Insur	СРТ	Mod	CP' Descrip	r otion	Charg	e Pat Bal	tient ance I	Ins Balance	Patient Owed	Patient Paymen t	Patient Adjust	Ins Paymen t	Ins Adjust	Insur	ed ID
Statements	•	10019	05/24/20	CPP	AHM	99213	(	OFFICE,	/OUT	119.0	0		119.00				.00		CIG12345	6789
Disclosures		10019	05/24/20	СРР	АНМ	87880	5	TREP	A AS:	58.0	0		58.00				.00		CIG12345	6789
COMMUNICATION		10019	04/30/20	CPP	AHM	99211	25 (	OFFICE,	/OUT	36.0	0		36.00				.00		CIG12345	6789
Messages		10019	04/30/20	CPP	АНМ	90744	H	HEPB V	ACC	50.0	0		50.00				.00		CIG12345	6789

- 5. Modify Fields as necessary.
- 6. Click the **Save + Queue** button to send the edited Claim to the queue.

## Version 14.10

Having to make a modification to a Claim can be an everyday occurrence. Follow the steps to make these corrections from the Patient Account.

- 1. Click the **Account** button **Accnt** to open the Patient Account.
- 2. Click the Charges tab.
- 3. Click the Edit button.





## 4. Select the Claim to edit.

<b>a</b> [	F12] Patien	t Ai	count:	VERA TEST	(1046)	Sex: F D	DB: 01/	/01/2	000 Age: 14	yrs. 7 mo	s.							. D ×
		2	2															
0	Overview		📥 Clair	n 📥 Su	oerbill 🚺	7 -	- A	JI	Dost All	🔂 Post S	el Re	wert Pa	at Resp		📑 Pat Str	nt 🔤 In	s Strnt 🛛 🗉	CMS-1
۲	Insurance		SUPERE	ILL (UNPO	STED) CI	HARGES		_										
6	Charges	3	Claim #	Date	CPT	Mod			CPT Description	n	U	nits	Dx 1	Dx 2	Dx 3	Dx 4 F	Rend Serv	-
	Claims	۱Ē	evension of stein olds														-	
葜	Payments	į 🛓		TOOCTO	o cuanc	TO IDD												
8	Oredits	i-	URREN	IT (POSTEI	D) CHAR	JES / PAY	MENTS	,				1					-	
	Statements	3	Claim #	Date	Primary Insur	Second Insur	CPT	Mod	CPT Description	Charge	Patient Balance	Insurance Balance		Patient Owed	Patient Payment	Patient Adjust	Payment	insurar Adjus
		I	100067	08/29/2014	BCBSPA		99384	25	PREV VISIT, N	175.00		17	5.00				.00	
<u>8</u>	Tasks	I P	100067	08/29/2014	BCBSPA		99214	25	OFFICE/OUTP	65.00	(20.00)	6	5.00				.00	
12	Messages		100067	08/29/2014	BCBSPA		96110		DEVELOPMEN	25.00		2	5.00				.00	
4	Consents	iL	100067	08/29/2014	BCBSPA		99173		VISUAL ACU	25.00		2	5.00				.00	

- 5. Modify any **Fields** as necessary.
- 6. Click the **Save + Queue** button.

Basic Information	Other Item	is (1-27) Institutional (83	37I) Items											2				
Participants:			- Dates / Diagn		Pat	Patient responsibility:												
Patient PCP:	JES	Jenna Stone	1841	Service date(	/2017	, waived for preventive care												
Assisted by:	~		0	✓ Mod -25 TOS: 1 ✓ Convert labs to: 5 ∨   ✓ Mod -33 Use gaccine DX Find encounter DX   ICD-10 Description ICD-10   Click here to add a new diagnosis							Со-рау:							
Rendered by:	SJK 🗸	Susan J. Kressly, MD	305															
Supervised by:	Ý		0								P <u>C</u> P Visit 25.00 ✓							
Billing provider:	SJK	Susan J, Kressly, MD	305								Well Visit After-Hours							
Biling staff:	JES	Jenna Stone	1841															
Location:		Π		Streptococca	I pharyng	tis		JO	2.0		Specialist							
Place of service:	Office		~								Lab		_					
Facility ID:			~															
Hospital dates:		✓ to	~								Co-insuranc	e:		_				
Office location:	Harrahs A	C UC2016									\$11.00 x	0%	- 🗐					
office location.			•															
Payer(s):		cp 5556720000								0	Deductible/S	elf-pay	6					
Primary: AET	4A V	5P 5556760000									All proce	dures						
Secondary:	Ý	×		+-/	00						Satisfied	for po	licy year					
														_				
	Add CPT:	Va:	x admin: 90	460/1, pairwise	antigens	V Modi	fy	Ba	lance: \$0	0.00 Cred	ts: \$0.00	AP 👯	ply Paymer	<u>i</u> ts				
E Service Date	CPT	Mod1 Descr	ription	DX 1	DX 2	DX 3	DX 4	Unit Charge	Units	Charge	Payer Allowable	Pat Only	Pat Resp	EPSDT	EPSI Refer			
06/27/2017	99213	OFFICE/OUTPAT	TENT VISIT,	EST J02.0				90.0	0 1	90.00	60.00							
• 06/27/2017	87880	STREP A ASSA	Y WOPTIC	J02.0				30.0	0 1	30.00	11.00							
F																		
	3 🤣	<																

