Delete Claims from the Transmittal Queue
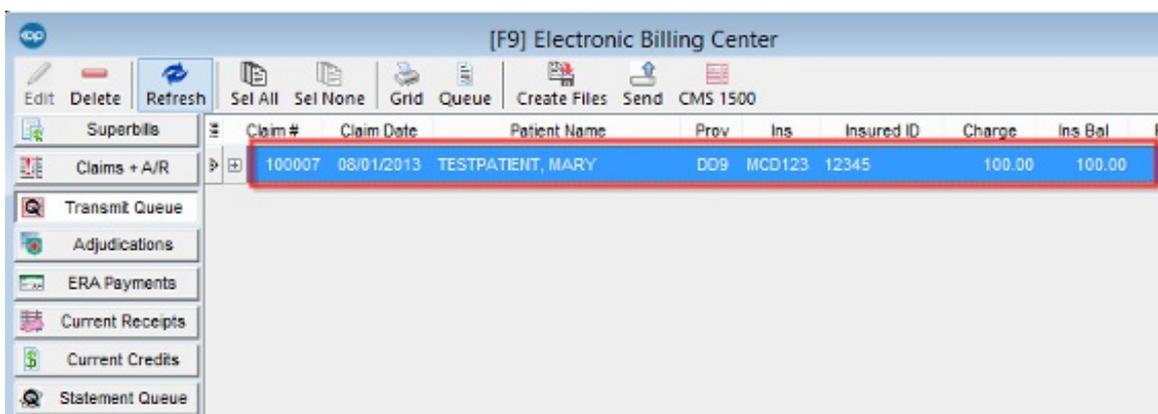
Last Modified on 11/20/2019 9:53 am EST

Version 14.19

Overview

Claims that will not be sent to the clearinghouse can be deleted prior to transmission.

Delete Claims from the Transmittal Queue

1. Click the **Billing** button ![Billing] to open the e-Billing center.
2. Click the **Transmit Queue** tab ![Transmit Queue] .
3. Click the **Claim**(s) that you want to delete.

4. Click the **Delete** button ![Delete] .
5. Click the **Yes** button in the dialog box when prompted Remove the highlighted claim(s) from the queue?

Note: To highlight multiple Claims to delete, click the first Claim to highlight it and then hold the Shift or Control key to select additional Claims. While holding the Shift key, click the first Claim of a sequential batch and the last Claim of a sequential batch to select the entire sequence. While holding the Control key, click individual Claims to select multiple non-sequential Claims and delete them as a batch. As Claims are selected, they are highlighted.
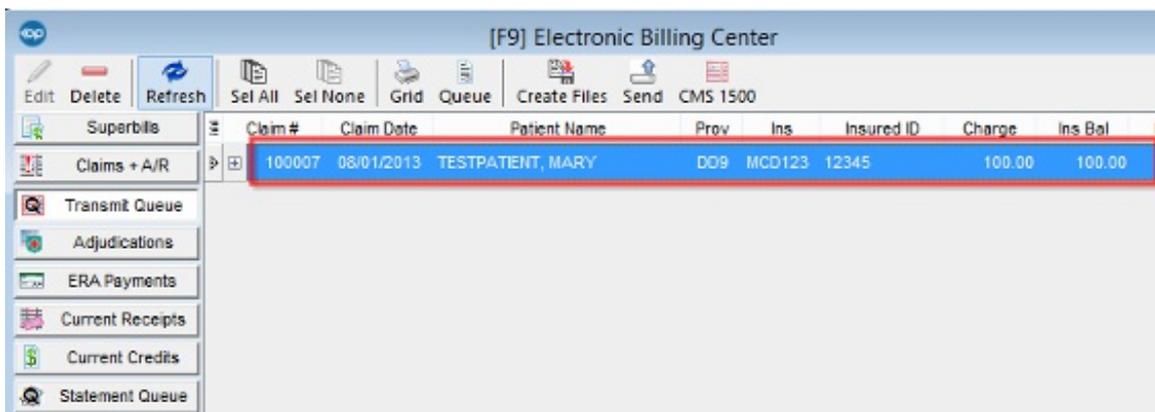
Version 14.10

Overview

Claims that will not be sent to the clearinghouse can be deleted prior to transmission.

Delete Claims from the Transmittal Queue

1. Click on the **Billing** button to open the e-Billing center.
2. Click on the **Transmit Queue** tab .
3. Click on the desired claim(s) to delete.

4. Click on the **Delete** button .
5. Click **Yes** when prompted **Remove the highlighted claim(s) from the queue?**

Confirm

Remove the highlighted claim(s) from the queue?

[Yes]   [No]

> To highlight multiple claims to delete, click on the first claim to highlight it and then hold down shift or control key to select additional claims. With the shift key, click on the first claim of a sequential batch and the last claim of a sequential batch to select the entire sequence. With the control key, click on individual claims to select multiple non-sequential claims and delete as a batch. As claims are selected, they will appear highlighted.