

#### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# 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 to open the e-Billing center.
- 2. Click the Transmit Queue tab 🙍 Transmit Gueue .
- 3. Click the Claim(s) that you want to delete.

		[F9] Electronic Billing Center	
Edit	Delete Refresh	sel All Sel None Grid Queue Create Files Send CMS 1500	
	Superbilis	E Claim # Claim Date Patient Name Prov Ins Insured ID Charge Ins Bal	F
<u>Ui</u>	Claims + A/R	▶ 100007 08/01/2013 TESTPATIENT, MARY DD9 MCD123 12345 100.00 100.00	
Q	Transmit Queue		
۲	Adjudications		
5.0	ERA Payments		
蒜	Current Receipts		
\$	Current Credits		
	Statement Queue		

- 4. Click the **Delete** button \_\_\_\_\_\_.
- 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 nonsequential Claims and delete them as a batch. As Claims are selected, they are highlighted.

Version 14.10

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### 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 💽 Trensmit Queue
- 3. Click on the desired claim(s) to delete.

-		[F9] Electronic Billing Center				
Edit	Delete Refrest	ih Sel All Sel None Grid Queue Create Files Send CMS 1500				
	Superbills	Claim # Claim Date Patient Name Prov Ins Insured ID Charge Ins Bal	F			
<u>Ui</u>	Claims + A/R	B 100007 08/01/2013 TESTPATIENT, MARY DD9 MCD123 12345 100.00 100.00				
Q	Transmit Queue					
۲	Adjudications					
5.0	ERA Payments					
蕁	Current Receipts					
\$	Current Credits					
	Statement Queue					

- 4. Click on the **Delete** button Delete
- 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.

