Convert Claim to Institutional

ollow the steps below to convert a professional claim to an institutional claim.

1. Select **Claim** > **Claim**.

2. Use the **Search** field to search for your claim.

   > Place a check in the *"Show exact matches only"* box to search for exact matches or *"Show unpaid claims only"* to show claims that may need follow-up.

3. Open the claim.

4. Click the **More** button.

5. Select **Convert Claim to Institutional**

6. Click **Save**.