

# Re-Order Charges On Claim

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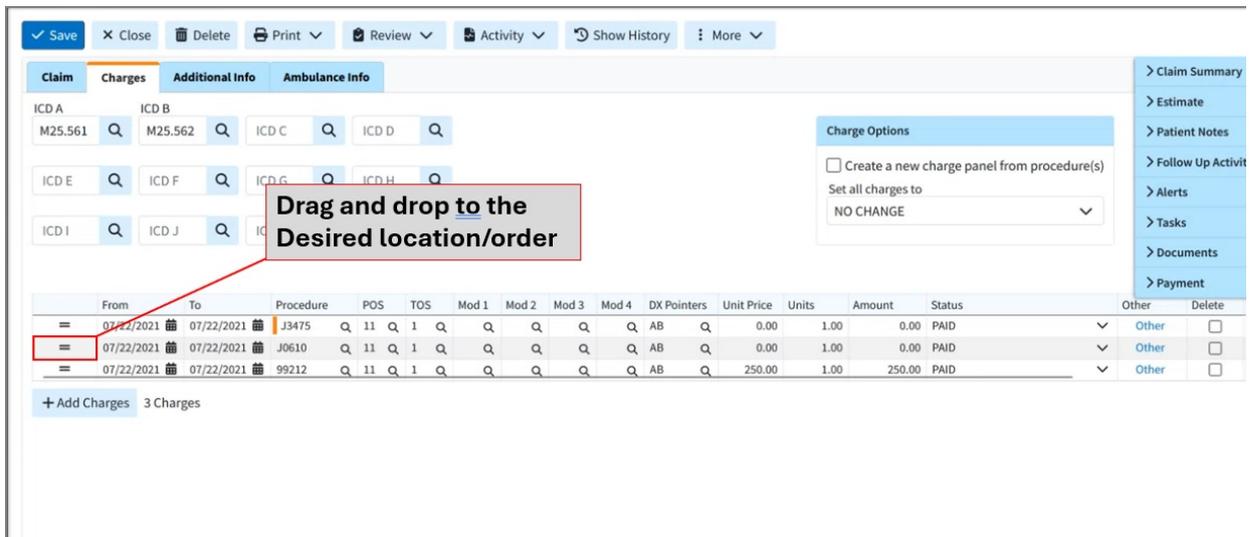
Customers can quickly change the order of charges on a claim for payers with specific requirements, even between primary and secondary payers.

Follow the steps below to re-order charges on a 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 **Charges** tab.
5. You can change the order of the charges by clicking the 2 lines to the left of each charge ( = ) and then dragging and dropping to the desired location/order.



From	To	Procedure	POS	TOS	Mod 1	Mod 2	Mod 3	Mod 4	DX Pointers	Unit Price	Units	Amount	Status	Other	Delete		
07/22/2021	07/22/2021	J3475	Q	11	Q	1	Q	Q	Q	Q	Q	0.00	1.00	0.00	PAID	Other	<input type="checkbox"/>
07/22/2021	07/22/2021	J0610	Q	11	Q	1	Q	Q	Q	Q	Q	0.00	1.00	0.00	PAID	Other	<input type="checkbox"/>
07/22/2021	07/22/2021	99212	Q	11	Q	1	Q	Q	Q	Q	Q	250.00	1.00	250.00	PAID	Other	<input type="checkbox"/>

6. Click **Save**. Otherwise, click **Close** if no changes were made.