≀e-Order Charges On Claim

t Modified on 04/25/2025 12:32 pm EDT

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

ollow 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.

Claim	Charg	es Ac	ditional I	nfo	Ambulan	ce Infe	>													7 Cta	in Juline
DA		ICD B																		> Est	imate
M25.561	Q	M25.56	2 Q	ICE	a a		CDD)	Q							Ch	arge Options			> Pat	ient Note
																	Create a new	charge panel fron	n procedure(s)	> Fol	low Up A
ICD E	Q	ICD F	Q	ICT			CDF		0							Se	t all charges to			> Ale	rts
					Drag	ar	d	dro	op t	to th	ne					N	O CHANGE		~	2.7.	lue.
ICD I	Q	ICD J	Q	IC	Desi	rec	11	oca	atio	on/o	orde	r								7 185	iks.
												-								> Do	cuments
			/																	> Pag	ment
	From		То		Procedure	1	POS	TO	S N	Mod 1	Mod 2	Mod 3	Mod 4	DX Pointers	Unit Price	Units	Amount	Status		> Pag Other	<mark>/ment</mark> Delete
=	From 07/22/	2021 苗	To 07/22/202	21 苗	Procedure J3475	Q 1	POS	TO:	s M	Mod 1 Q	Mod 2 Q	Mod 3 Q	Mod 4 Q	DX Pointers AB Q	Unit Price	Units 1.00	Amount 0.00	Status PAID	~	> Pay Other Other	vment Delete
=	From 07/22/ 07/22/	/2021 苗 /2021 苗	To 07/22/202 07/22/202	21 苗 21 苗	Procedure J3475 J0610	α α	POS	TO: 2 1 2 1	s M Q Q	Mod 1 Q Q	Mod 2 Q Q	Mod 3 Q Q	Mod 4 Q Q	DX Pointers AB Q AB Q	Unit Price 0.00 0.00	Units 1.00 1.00	Amount 0.00	Status PAID PAID	× ×	> Pay Other Other Other	vment Delete

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