plit Claim

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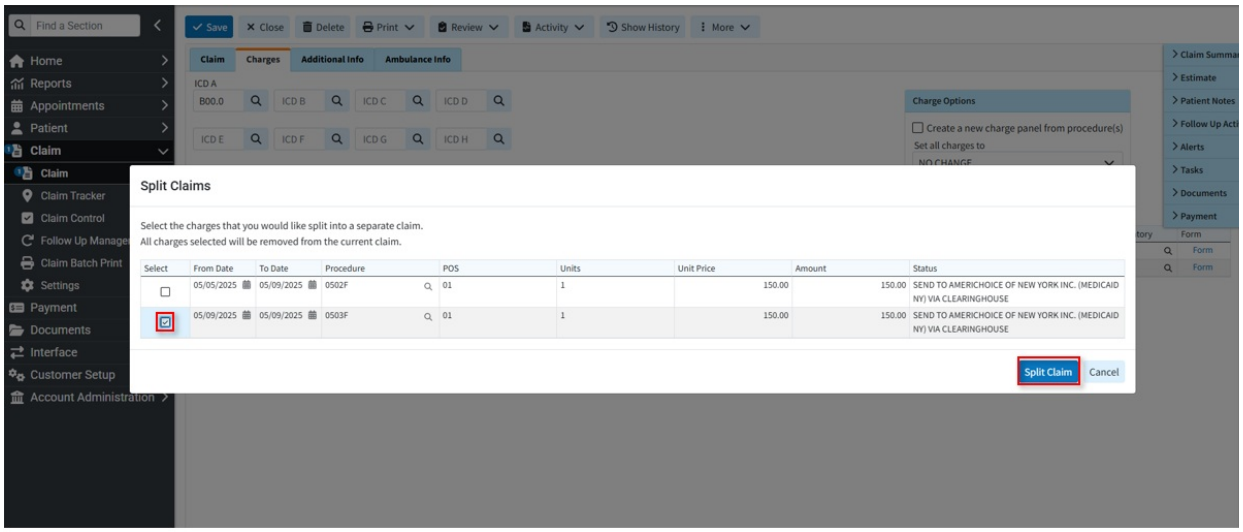
plit Claims allows users to take a single claim and split it into multiple claims. This process will move any elected charges (including any existing payments) to a new claim, while keeping all others in the existing laim.

ollow the steps below to split 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 **More** button.
5. Select **Split Claim**.
6. Select the charge lines you want to move to the new claim by checking the box(es) to the left of the line.
7. Click Split Claim.



8. Click Save. The claim is now split into two claims.

> Users can only split one claim into two. If they want to split more than that, they can re-open the claim after they've split it once to split it again.