

Split Claim

† Modified on 05/12/2025 9:30 am EDT

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 claim.

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.

The screenshot shows a software interface with a sidebar on the left containing navigation options like Home, Reports, Appointments, Patient, Claim, Claim Tracker, Claim Control, Follow Up Manage, Claim Batch Print, Settings, Payment, Documents, Interface, Customer Setup, and Account Administration. The main area displays a 'Split Claims' dialog box. At the top of the dialog, it says 'Select the charges that you would like split into a separate claim. All charges selected will be removed from the current claim.' Below this is a table with columns: Select, From Date, To Date, Procedure, POS, Units, Unit Price, Amount, and Status. Two rows are visible in the table. The first row has an unchecked checkbox, dates 05/05/2025 to 05/09/2025, procedure 0502F, POS Q, 01 units, unit price 150.00, amount 150.00, and status 'SEND TO AMERICHoice OF NEW YORK INC. (MEDICAID NY) VIA CLEARINGHOUSE'. The second row has a checked checkbox, the same dates, procedure 0503F, POS Q, 01 units, unit price 150.00, amount 150.00, and the same status. At the bottom right of the dialog are 'Split Claim' and 'Cancel' buttons. In the background, a 'Charge Options' panel is partially visible with a checkbox for 'Create a new charge panel from procedure(s)' and a dropdown menu for 'Set all charges to'.

Select	From Date	To Date	Procedure	POS	Units	Unit Price	Amount	Status
<input type="checkbox"/>	05/05/2025	05/09/2025	0502F	Q	01	150.00	150.00	SEND TO AMERICHoice OF NEW YORK INC. (MEDICAID NY) VIA CLEARINGHOUSE
<input checked="" type="checkbox"/>	05/05/2025	05/09/2025	0503F	Q	01	150.00	150.00	SEND TO AMERICHoice OF NEW YORK INC. (MEDICAID NY) VIA CLEARINGHOUSE

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.

