Split Claim

t Modified on 05/12/2025 9:15 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 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.

Q Find a Section	<	✓ Save	× Close	Delete	🖶 Print 🗸	🖻 Review 🗸	🖁 Activity 🗸 🄊 Show	History : More	~			
🔒 Home	>	Claim	Charges	Additional	nfo Informat	ion Codes						> Claim Summa
Reports												> Estimate
Appointments	Charge Options											> Patient Notes
Patient	Create a new charge panel from procedure(s)											> Follow Up Act
Claim	Use Description From Set all charges to REVCODE V NO CHANGE V											> Alerts
Claim	Ť	NEW.	LODE	NOC	TANGE							> Tasks
Claim Tracker												> Documents
Claim Control												> Payment
	Select the charges that you would like split into a separate claim.											✓ Other
	An charges selected will be removed norm the current claim.											✓ Other
Claim Batch Prir		From Date	HCPCS		Revenue Code	Units	Unit Price	Amount		Status		
Settings		10/16/2024			0901	1		100.00		BALANCE DUE PATIENT		
C State Reporting		10/17/2024	■ 001099	Q	0901	1		100.00	100.00	BALANCE DUE PATIENT		
Payment												
Documents										l	Split Claim Cancel	
⇄ Interface	>											
Customer Setup	>											
Account Administ	tration >											

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.