How to Delete a Claim From DrChrono

07/24/2024 4:45 pm EDT

Please follow the below instructions to delete a Claim / Appointment from DrChrono:

1. Please hover over Billing and choose Live Claims Feed.

Billing
BILLING
Billing Summary
Live Claims Feed
Patient Payments
Day Sheet
Transactions
Remittance Reports
Unmatched ERAs
Insurance Credit Card Payments
Accounts Receivable
Patient Statements
Product/Procedure
Patient Balance Ledger
Fee Schedule
Underpaid Items
Adjustment Master
Sales Tax
Billing Log

2. Navigate to the patient and date of service that you would like to delete from the DrChrono system.

Schedule C	linic al	Patients	R	eports	Billing	Account	Help	\$	×					Sea	arch) 🛂 🗏
aniel Kivatinos -	- 11/13	2015	View	Service	+ EOB	E SuperBill	& Clin	ical Note	⊖ Clone	HCFA/1500	HCFA	/1500 (text)	🔒 Prin	nt Screen		
Billing Status	Bala	nce Due								Claim	Туре	Default				
ICD Version	ICD-	9	•							Emergency Se	rvice	No	•			
Pt Payment (copay)	\$ 2	5.00	Cas	ih 🔻						Delay Re	ason	- Not Used	-	•		
Pt Payment Notes	Office	Visit Payme	nt						Ac	ute Manifestation	Date					
Posted Date	11/13	2015								Onset	Date	431: Onsi	•		(HCFA box 14)	
Payment Profile	Cash	1	*							Initial Visit	Date		((HCFA box 15)		
Pt Payment Due										Last Related	I Visit		(HCFA box 19)		
Billing Profile	Sele	ct Profile	*	+								Is patient's o	ondition	n related to		
Billing Pick List	Choo	se from Pic	k List							Employ		No	•			
Diagnosis Pick List	Choo	se from Pt	Problem	ns						Auto Acc		No	•			
Payer pre-auth #										Other Acc		No	*			
Referral #										EDI Billing	Note	(HCFA/C	MS-150	10 Line 19)		
Billing Facility				1												
urchased Serv Provider					1											
Appointment Notes																
Follow-up Date	12/14	2015			10											
Billing Notes	- Litte				+											

3. Once on the Billing Detail screen, click on View Service. The appointment window will appear as a pop-up.

dr chroi	סח											
Schedule	Clinical	Patients	Repor	ts Billing	Account	Marketplac	e Help	*	×			
				View Service	+ ЕОВ	🚍 SuperBill		te	🕀 Clone	HCFA/1500	HCFA/1500 (text)	🔒 Print Screen

4. In the **Schedule Appointment** screen, please click on **Delete** at the bottom, to delete the appointment from your account.

Appointment	Billing	Eligibility	■ Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper
Туре	Appoint	tment OVi	deo Visit) Walk-in 🗌 Trar	nsition of C	are 🗌 Referral			
Recurrir	ים אסמ	ointmer	nt Asche	duled appoin	itment d	cannot be c	onverted 1	to a recurri	ng series.

Arrange a Follow-up Reminder		
□ View Active Reminders:		
	Delete	Save

5. Once you click **Delete**, you will receive a warning pop-up message. If you are sure you want to delete it, just click on **Delete**. Please note, that deleting the appointment **will also delete** the associated clinical note.

Are you sure you want to delete this appointment? Th note.	nis will also delete the clinical
	Cancel Delete

6. If this claim has been submitted to insurance, you will want to send a **voided claim** to have the payer remove it from their records as well. If any payment has been received for the claim, it will need to be returned.