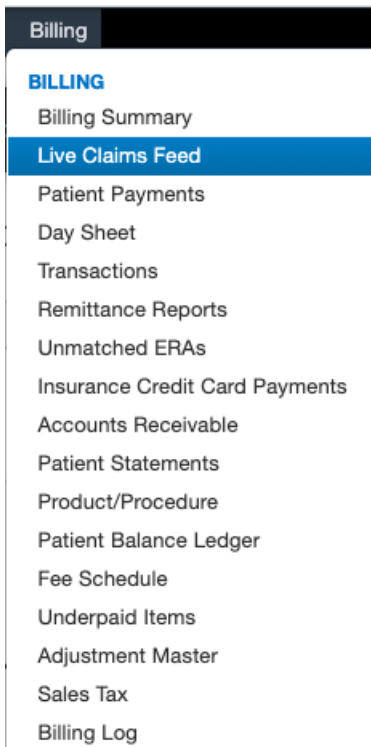


How to Delete a Claim From DrChrono

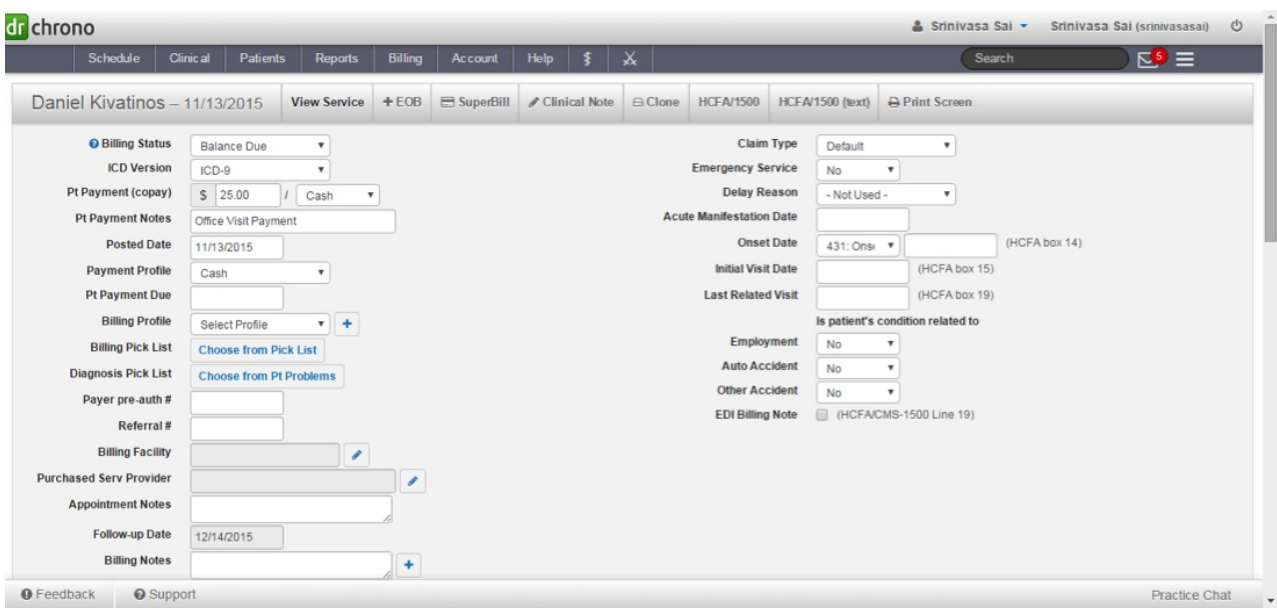
07/24/2024 4:45 pm EDT

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

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



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




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

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

Type Appointment Video Visit Walk-in Transition of Care Referral

Recurring Appointment A scheduled appointment cannot be converted to a recurring 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? This will also delete the clinical note.

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.