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.

Schodulo Cli	nic al Dationte	Doporte	Billing	Account	Holo \$					Ser	rch.	
Schedule Oil	nical Fatients	Reports	Dining	Account	neth &	××				Jea	en.	
aniel Kivatinos –	11/13/2015	View Service	+ EOB	E SuperBill	Clinical Not	Clone	HCFA/1500	HCFA/1500 (te	xt) 🖶	Print Screen		
Billing Status	Balance Due	•					Claim	Type Defau	It			
ICD Version	ICD-9	•					Emergency Se	rvice No	•			
Pt Payment (copay)	\$ 25.00	/ Cash	*				Delay Re	ason - Not	Jsed -	•		
Pt Payment Notes	Office Visit Payme	ent				Act	ute Manifestation	Date				
Posted Date	11/13/2015						Onset	Date 431:0	nsi 🔻		(HCFA box 14)	
Payment Profile	Cash	•					Initial Visit	Date		(HCFA box 15)		
Pt Payment Due							Last Related	Visit		(HCFA box 19)		
Billing Profile	Select Profile	• +						Is patie	nt's cond	lition related to		
Billing Pick List	Choose from Pi	ck List					Employ	ment No	•			
Diagnosis Pick List	Choose from Pt	Problems					Auto Acc	ident No	•			
Payer pre-auth #							Other Acc	ident No	•			
Referral #							EDI Billing	Note 📋 (HC	FAICMS	1500 Line 19)		
Billing Facility		1										
urchased Serv Provider												
Appointment Notes												
Follow-up Date	12/14/2015		le									
Billing Notes												

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

dr chror	סר											
Schedule	Clinical	Patients	Report	s Billing	Account	Marketplac	e Help	*	×			
				View Service	+ еов	🚍 SuperBill	& Clinical Not	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	Billing Eligibility 🔒 Vitals		Growthcharts Flags		Log Comm.	Revisions	Custom Data	MU Helper
Туре	Appoint	tment ⊖Vi	deo Visit	Walk-in 🗌 Trar	nsition of C	are 🗌 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? The note.	his 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.