How do I Clone a Claim?

07/24/2024 3:30 pm EDT

There might be instances where you would need to separate charges on a medical claim into two separate claims for a patient, before submission to the payer. In the DrChrono EHR, we refer to this as cloning claims.

• Navigate to the Live Claims Feed (LCF) by hovering over Billing and then selecting Live Claims Feed.

BILLING Billing Summary Live Claims Feed Patient Payments Day Sheet Transactions
Live Claims Feed Patient Payments Day Sheet
Patient Payments Day Sheet
Day Sheet
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Transactions
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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

• Pull up the appointment for the patient and go into the appointment details by clicking on the date of the service.

Info	Claim ID	Patient	Date of Service	Office
	145293769	Jenny (Jen) Harris	5/11/2020 11:45AM	Telehealth

• From the appointment screen, select **Clone** from the top menu.

Jenny (Jen) Harris – 05/11/2020 Telehealth [02] – Exam 1	View Service	+ EOB	🚍 SuperBill	A Clinical Note	🖴 Clone	HCFA/1500	HCFA/1500 (text)	🔒 Print Screen
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- Once you click Clone, you will see a message box where you can select which fields/options you would like to duplicate.
 - All options will be selected as a default, however, you can click on any of the blue boxes/white checkmarks to unselect them.
 - Once you have made your choices, just click on the blue **Clone** at the bottom right of the pop-up

window.

Clone Claim		×
Assign to	Doctor Doctor	
ICD DX	Clone ICD Diagnosis.	
CPT/HCPCS Codes	Clone CPT/HCPCS Procedures.	
Custom Procedures	Clone Custom Procedures.	
Vitals	Clone Patient Vitals.	
Show in Calendar	Show clone in Calendar.	
	Cancel Clone	

This will create an exact duplicate of the original claim. You can then go in and delete/add codes to each of the appointments and bill as you need.

Please note ** the duplicate/cloned claim will **NOT** have the original clinical note attached**. The clinical note will remain with the original claim.

Here is a video that will walk you through cloning claims.