

### How to Adjust/Edit a Claim

1. Navigate to the Healthcare Portal
2. Click on the "Claims" tab
3. Click the "Search Claims" link
4. Enter the 13-digit Claim ID
5. Click the "Search" button
6. Scroll down
7. Click the "Claim ID" link under "Search Results"
8. Click the "Edit" button

Service Details													
#	From Date	To Date	Place Of Service	EMG	Procedure Code	Mod	Diag Code Ptrs	Units	EPSDT	Family Plan	Charge Amount	Allowed Amount	Co-pay Amount
1	02/22/2019	02/22/2019	11	N	99214		1	0.10 Unit	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00		
No Attachments exist for this claim													
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Void"/> <input type="button" value="Print Preview"/> <input type="button" value="Inquiry"/>													

9. Click "Continue"
10. Make changes or corrections and be sure to click **"Add" or "Save"**.
11. Click "Resubmit"
12. Click "Confirm"

**Caution: Claims edited past 365 days will deny for timely filing and may impact payment. Please refer to Section 320.000 of your provider manual for additional information.**

For more Training Tools and Resources, please visit the DHS/DMS website at <https://humanservices.arkansas.gov/divisions-shared-services/medical-services/helpful-information-for-providers/training>

### Gainwell Provider Assistance Center

In-state toll free ..... **800-457-4454**

Local and out-of-state ..... **501-376-2211**