


How to Void a Claim

1. Navigate to the Healthcare Portal
2. Click "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 "Void" 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	01/01/2018	01/01/2018	11	N	99214		1	1.00 Unit	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00		
No Adjudication Errors exist for this claim													
No Other Insurance Details exist for this claim													
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"/>													

(Please make sure you want to void the claim. Once you click OK, the claim will no longer exist)

9. Click "OK"


Confirmation

Are you sure you want to void this Professional Claim ID
 2217229001002?

Note: You will not be able to refile for claims that are voided past 365 days.

For more Training Tools and Resources, please visit the Provider Training Webpage at <https://humanservices.arkansas.gov>