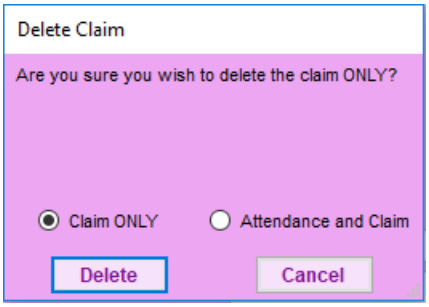
Delete Claims

Last Modified on 06/16/2020 10:35 am CDT

Typically, when you delete a claim it is the result of a data entry error. If the claim you need to remove has not yet been submitted to the state, you can completely delete the claim from your system.

Wait! Has this claim been submitted and/or paid? If so, do *not* delete it. You must zero the claim amounts, instead.

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. In the **Center** section, select **All Centers** or **Selected Center**. If you do not already have a center selected in the toolbar, this filter defaults to All Centers and cannot be changed.
3. In the **Month** section, select the **Selected Month** option or the **All Month** option. If you choose **Selected Month**, click the corresponding drop-down menu and select the month for which to view claims.
4. If you operate in multiple states, click the **State** drop-down menu and select the state to view.
5. Click **Refresh Display**. Claims that meet the limits you set display.
6. Click **View** in the Details column for the claim to delete. The **Manage Claim Details** window opens.
7. Click Delete Claim.
8. At the **Are You Sure** prompt, select the **Claim ONLY** option or select the **Attendance and Claim** option.



9. Click **Delete**.