

Tribal Affairs

ProviderOne Billing Quick Reference Sheet

How to Void a Claim

1. Log into ProviderOne
2. Click on claims adjustment/void



3. Your screen should pre-populate with your NPI

4. Enter the TCN into the field and click the submit button

The screenshot shows a web application interface for a provider portal. At the top left, there is a logo for 'Provider' and a 'My Inbox' button. A navigation bar contains a help icon and a breadcrumb path: 'Path: Provider Portal/ Provider Claim Adjust Void Search'. Below this is a header area with 'Close' and 'Submit' buttons. The main content area is titled 'Provider Claim Adjust Void Search:' and contains a grey instruction box with the following text: 'Please enter a Provider NPI and enter available information in the remaining fields before clicking 'Submit''. Below the instruction box are several input fields: 'Provider NPI' (a dropdown menu with a blue bar), 'TCN: 301304600039194000' (a text input field), 'Client ID:' (a text input field), 'Claim Service Period From:' (a date input field), and 'Claim Service Period To:' (a date input field). At the bottom of the page, there is a footer with 'Page ID: pgProviderClaimAd/VoidSearch(Claims)' and 'Environment: UAT'.

5. Toggle (click the square box) next to your claim and click on the void claim button

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provider My Inbox

Welcome Longnecker, Mike . You have logged-in with EXT Provider Claims Submitter profile.

Path: Provider Portal/ Provider Claim Adjust Void Search/ Provider Claims Adjust Void List

Close Adjust Void Claim

Provider NPI: 1 [REDACTED]

Provider Claims Adjust Void List:

<input type="checkbox"/>	TCN ▲ ▼	Date of Service ▲ ▼	Claim Status ▲ ▼
<input type="checkbox"/>	301304600039194000	09/06/2012	1: For more detailed information, see remittance advice.

Viewing Page 1 Next >> 1 Go Page Count SaveToXLS

Page ID: pgProviderClaimsListAdj(Void/Claims) Environment: UAT

- Click on the submit claim button (clicking submit sounds weird, but you are submitting the void)

ProviderOne My Inbox

Welcome Longnecker, Mike . You have logged-in with EXT Provider Claims Submitter

Path: Provider Portal/ Provider Claim Adjust Void Search/ Provider Claims Adju

Close Submit Claim

Void Professional Claim:

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Rendering Provider | Subscriber | Claim | Service

VOID INFORMATION

* Original TCN: 301304600039194000

PROVIDER INFORMATION

Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers.

BILLING PROVIDER

* Provider NPI: [REDACTED] * Taxonomy Code: 208D00000X

? * Is the Billing Provider also the Rendering Provider? Yes No

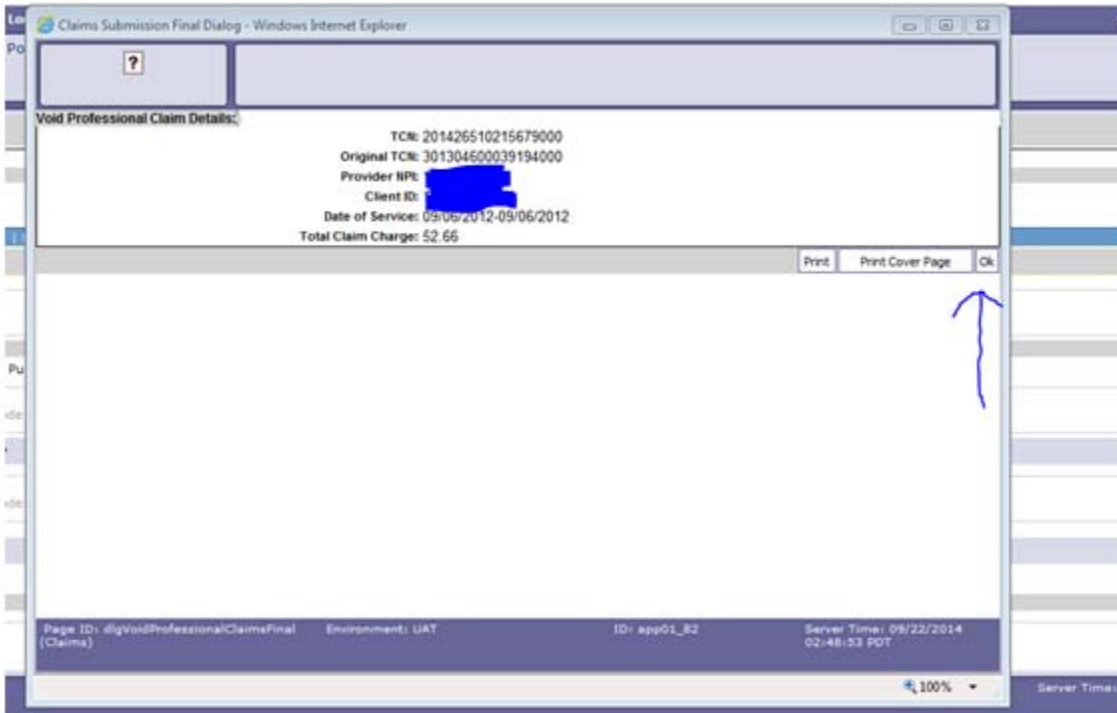
RENDERING (PERFORMING) PROVIDER

* Provider NPI: [REDACTED] * Taxonomy Code: 208000000X

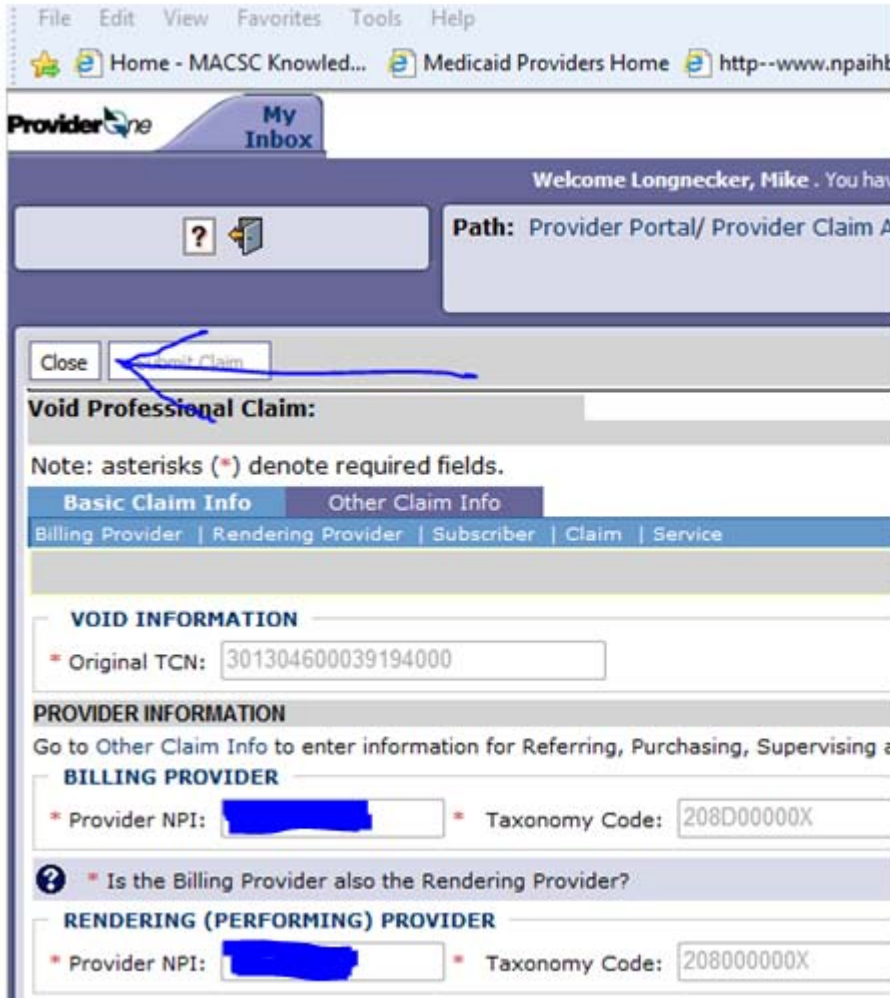
? * Is this service the result of a referral? Yes No

SUBSCRIBER/CLIENT INFORMATION

7. Click OK on the window that popped up



8. System brings you back to the original claim that you are done with, click the close button



9. Click OK on the pop-up screen that says "New data entered up to this point will be lost. Do you want to continue?"

