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
5. Toggle (click the square box) next to your claim and click on the void claim button.
6. Click on the submit claim button (clicking submit sounds weird, but you are submitting the void)
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?”