How to Delete a Claim From DrChrono
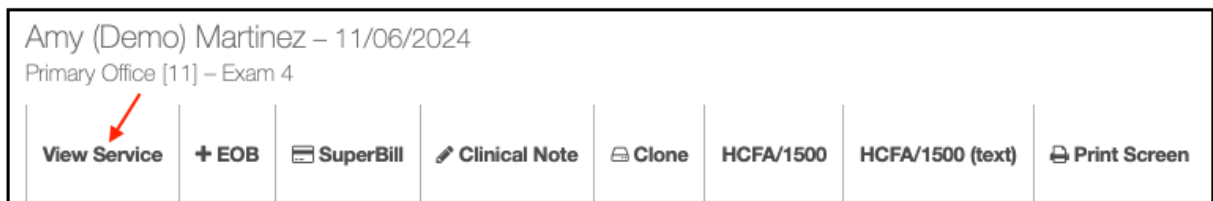
Follow the below instructions to delete a Claim / Appointment from DrChrono:

1. Hover over **Billing** and choose **Live Claims Feed.**

2. Navigate to the patient and date of service that you would like to delete from the DrChrono system.
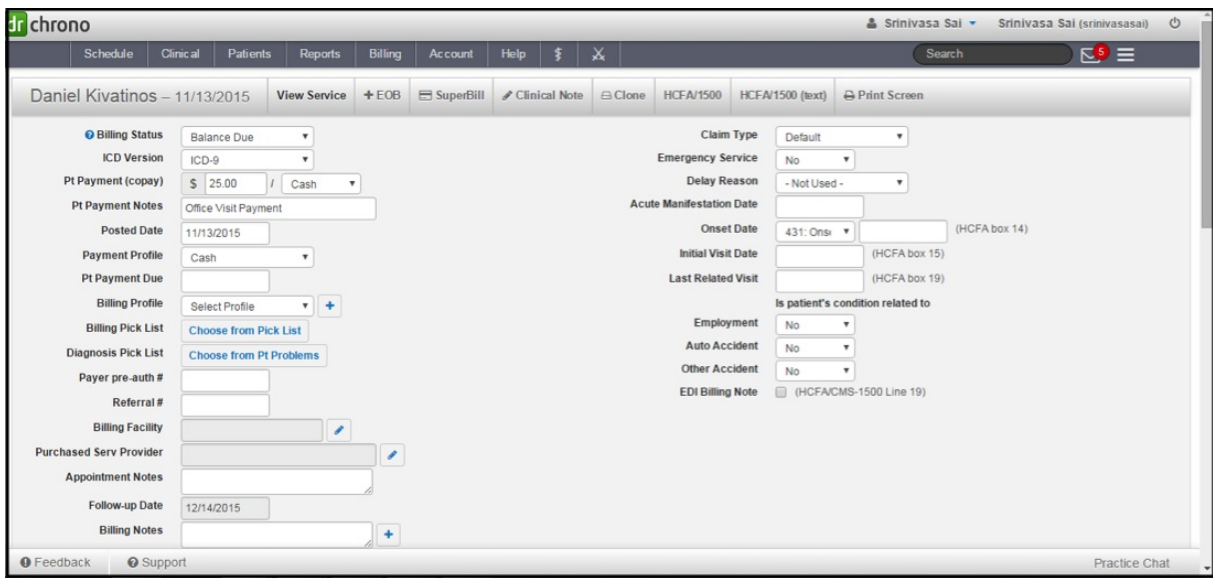
3. Once on the **Billing Detail** screen, press **View Service. The appointment window will appear as a pop-up.**

4. In the **Schedule Appointment** screen, press **Delete** at the bottom, to delete the appointment from your account.
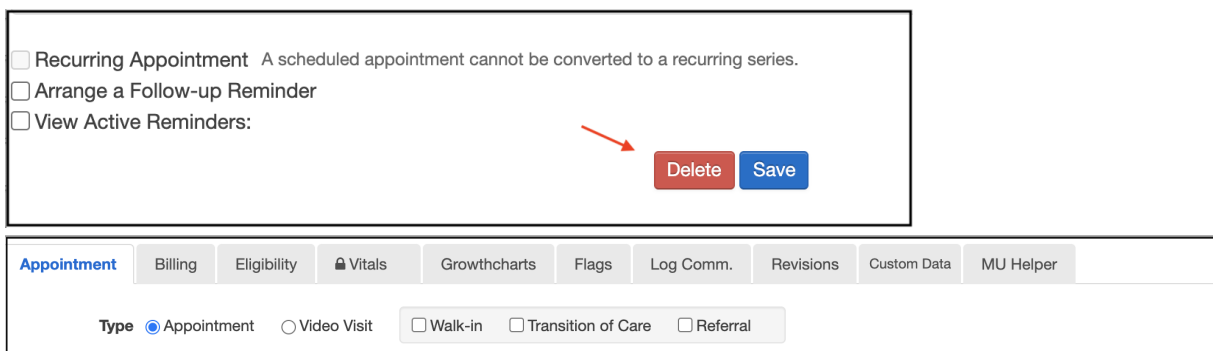
5. Once you press **Delete**, you will receive a warning pop-up message. If you are sure you want to delete it,

select **Delete**. Please note, that deleting the appointment **will also delete** the associated clinical note.

> Are you sure you want to delete this appointment? This will also delete the clinical note.
>
> Cancel   Delete

6. If this claim has been submitted to insurance, you will want to send a **voided claim** to have the payer remove it from their records as well. If any payment has been received for the claim, it will need to be returned.