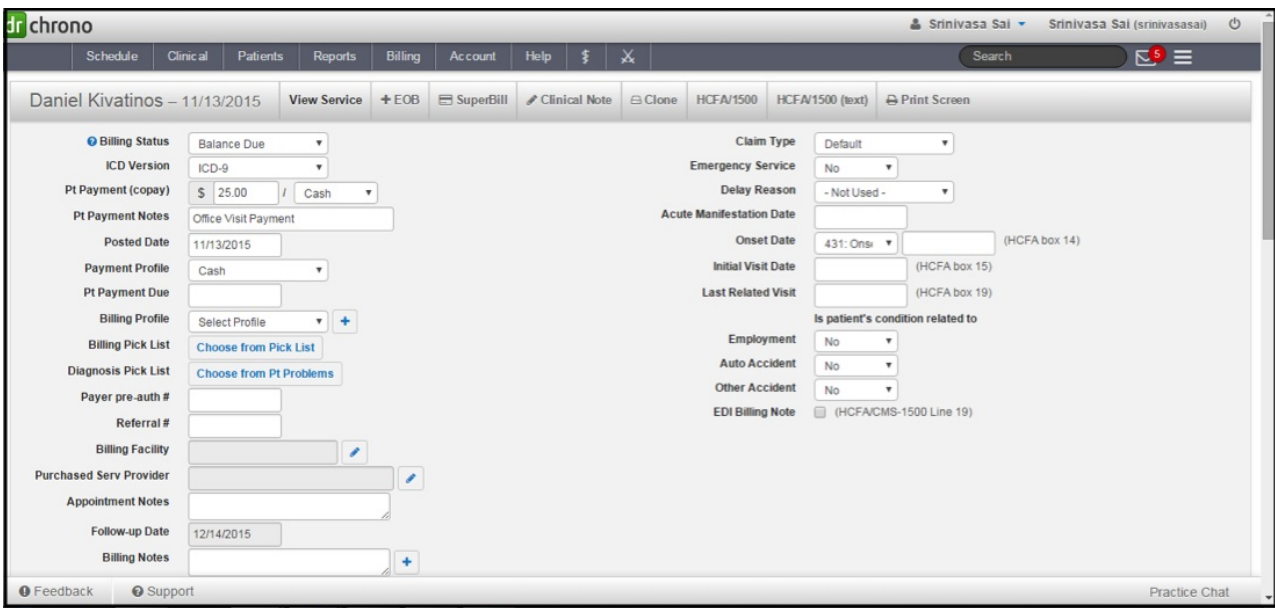


How to Delete a Claim From DrChrono

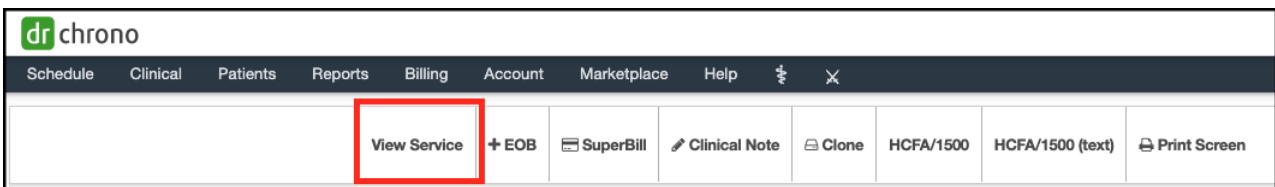
09/16/2024 9:20 am EDT

Please follow the below instructions to delete a Claim / Appointment from DrChrono:

1. Please 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, click on **View Service**. The appointment window will appear as a pop-up.



4. In the **Schedule Appointment** screen, please click on **Delete** at the bottom, to delete the appointment from your account.

Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Type Appointment Video Visit Walk-in Transition of Care Referral

Recurring Appointment A scheduled appointment cannot be converted to a recurring series.

Arrange a Follow-up Reminder

View Active Reminders:



5. Once you click **Delete**, you will receive a warning pop-up message. If you are sure you want to delete it, just click on **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.

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.
