

How do I Clone a Claim?

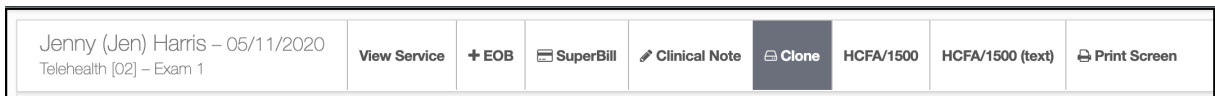
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There might be instances where you would need to separate charges on a medical claim into two separate claims for a patient, before submission to the payer. In the DrChrono EHR, we refer to this as cloning claims.

1. Navigate to the Live Claims Feed (LCF) by hovering over Billing and then selecting Live Claims Feed.
2. Pull up the appointment for the patient and go into the appointment details by pressing on the date of the service.

| <input type="checkbox"/> | Info | Claim ID | Patient | Date of Service | Office |
|--------------------------|------|-----------|--------------------|----------------------|------------|
| <input type="checkbox"/> | | 145293769 | Jenny (Jen) Harris | 5/11/2020 11:45AM | Telehealth |

3. From the appointment screen, select **Clone** from the top menu.



4. Once you press Clone, you will see a message box where you can select which fields/options you would like to duplicate.
 - o All options will be selected as a default, however, you can press any of the blue boxes/white checkmarks to unselect them.
 - o Once you have made your choices, press the blue **Clone** at the bottom right of the pop-up window.

The 'Clone Claim' dialog box has a close button (X) in the top right corner. It contains the following options:

- Assign to: Doctor Doctor (dropdown menu)
- ICD DX: Clone ICD Diagnosis.
- CPT/HCPCS Codes: Clone CPT/HCPCS Procedures.
- Custom Procedures: Clone Custom Procedures.
- Vitals: Clone Patient Vitals.
- Show in Calendar: Show clone in Calendar.

At the bottom right, there are two buttons: 'Cancel' and 'Clone'.

This will create an exact duplicate of the original claim. You can then go in and delete/add codes to each of the

appointments and bill as you need.

Please note ** the duplicate/cloned claim will **NOT** have the original clinical note attached**. The clinical note will remain with the original claim.

Here is a [video](#) that will walk you through cloning claims.
