

How to Adjust/Edit a Claim

1. Navigate to the Healthcare Portal
2. Click on the “Claims” tab
3. Click the “Search Claims” link
4. Enter the 13-digit Claim ID
5. Click the “Search” button
6. Scroll down
7. Click the “Claim ID” link under “Search Results”
8. Click the “Edit” button

Service Details													
#	From Date	To Date	Place Of Service	EMG	Procedure Code	Mod	Diag Code Ptrs	Units	EPSDT	Family Plan	Charge Amount	Allowed Amount	Co-pay Amount
1	02/22/2019	02/22/2019	11	N	99214		1	0.10 Unit	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00		
No Attachments exist for this claim													
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Void"/> <input type="button" value="Print Preview"/> <input type="button" value="Inquiry"/>													

9. Click “Continue”
10. Make changes or corrections and be sure to click **“Add” or “Save”**.
11. Click “Resubmit”
12. Click “Confirm”

Caution: Claims edited past 365 days will deny for timely filing and may impact payment. Please refer to Section 320.000 of your provider manual for additional information.

For more Training Tools and Resources, please visit the DHS/DMS website at <https://humanservices.arkansas.gov/divisions-shared-services/medical-services/helpful-information-for-providers/training>

Gainwell Provider Assistance Center

In-state toll free **800-457-4454**

Local and out-of-state **501-376-2211**



For more information call **1-800-457-4454**