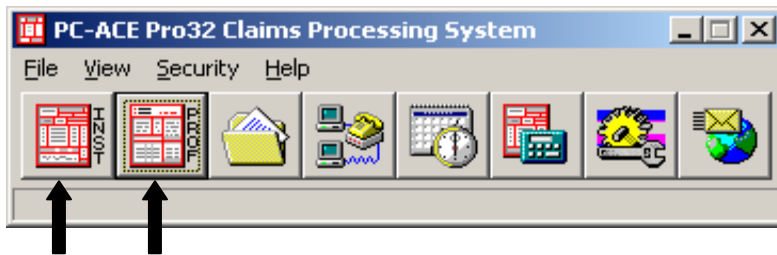


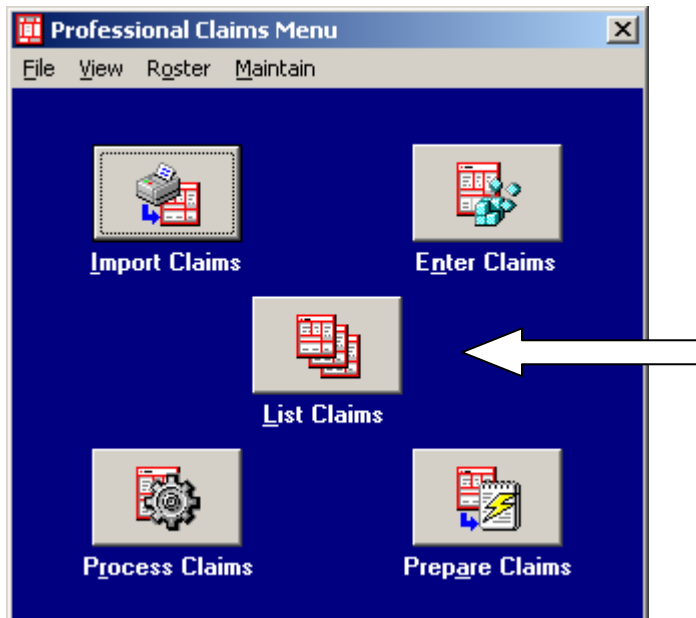
# **DELETING CLAIMS**

## Deleting Claims In PC-ACE Pro32

From the PC-ACE Pro32 main Toolbar, click either the Institutional or Professional Claims Processing button to display the Claims Menu.

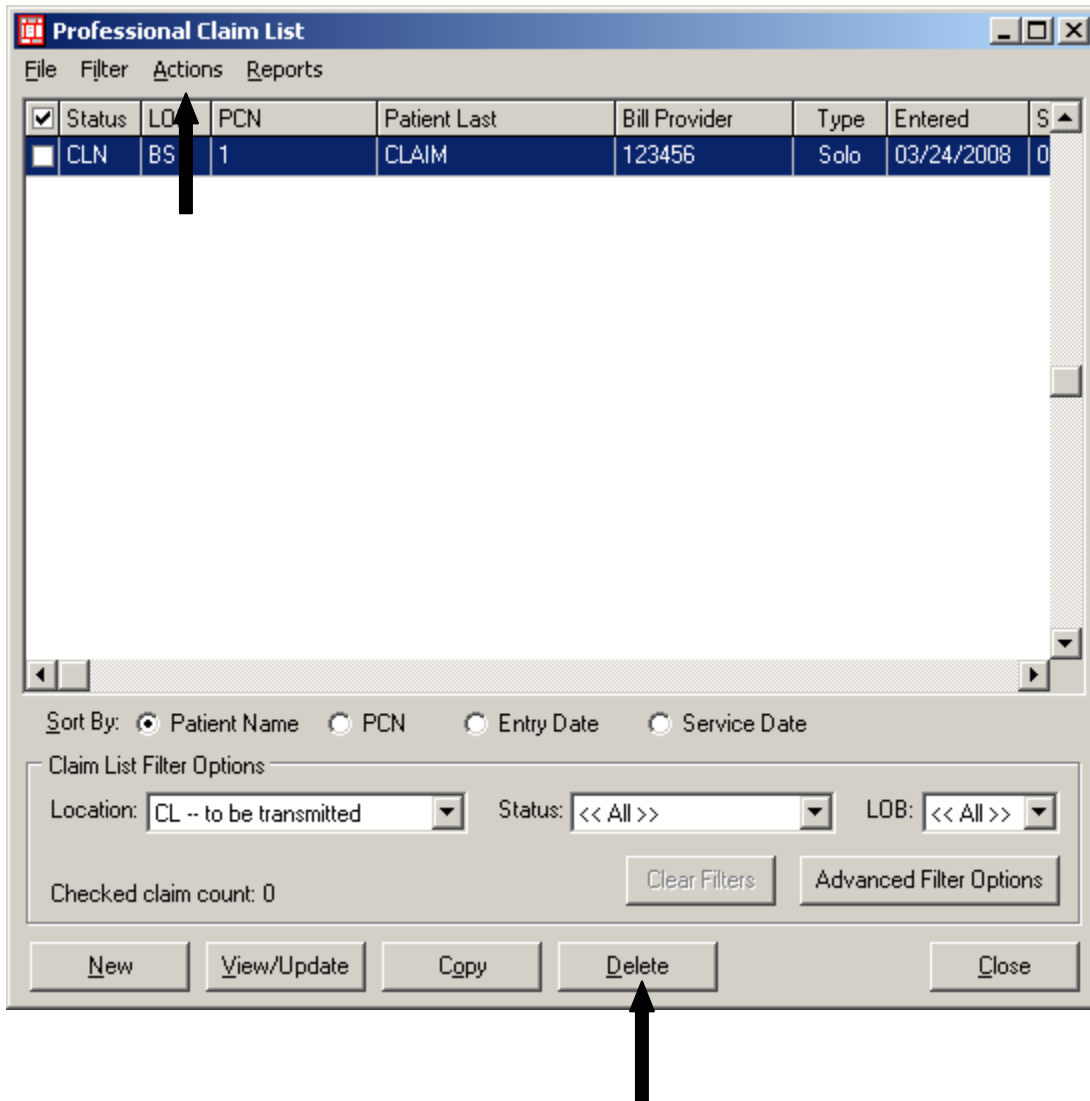


Click the List Claims button on the Claims Menu to display the list of claims.



By default, the list will display claims in the "to be transmitted (CL) location. You can only delete claims from this location.

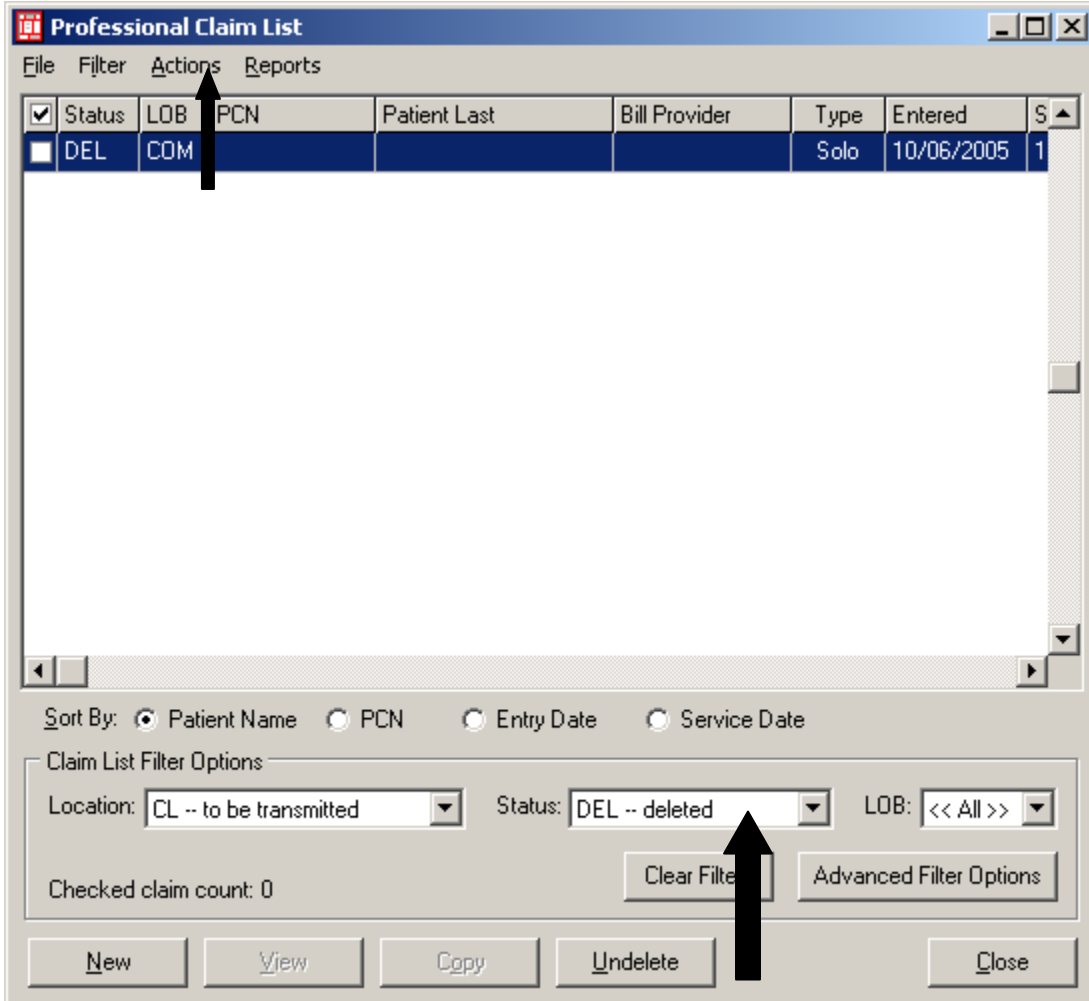
Select the claim to be deleted, click the delete button at the bottom of the screen (or choose the Delete Selected Claim from Actions on the tool bar). You can also check numerous claims at one time, then choose the Delete All Checked Claims from Actions on the toolbar.



Deleted claims are assigned a DEL status and **can be recovered** (un-deleted) if needed. To do this go to the Status field on the Claims List and change this to Deleted (DEL).

Select the claim to be recovered (un-deleted), if doing one claim can select the undelete at the bottom of the screen, (or choose the Undelete selected claim from Actions on the toolbar).

To undelete numerous claims select the claims to be recovered, choose Undelete All Checked Claims from Actions on the toolbar.



Change the Status back to All and the Undeleted claims should now be a UNP status.