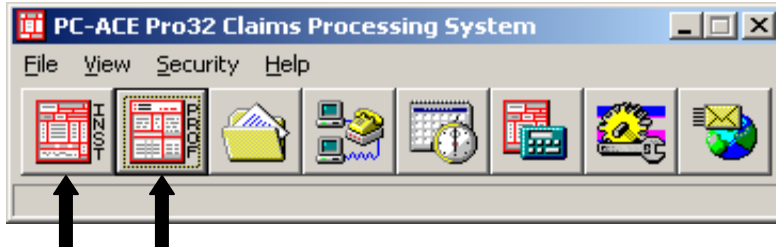


# **PURGING CLAIMS**

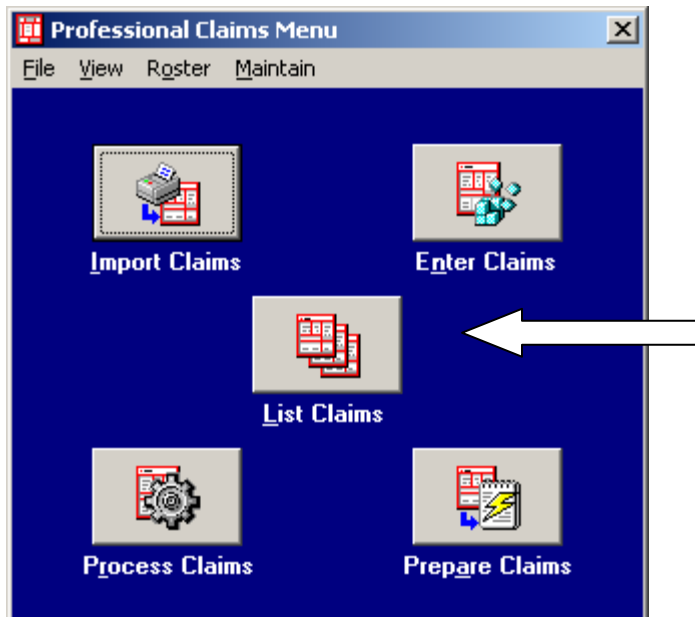
## Purging Claims In PC-ACE Pro32

**\*\*IMPORTANT:** Purged claims are PERMANENTLY deleted from the PC-ACE Pro32...they CANNOT be recovered.

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

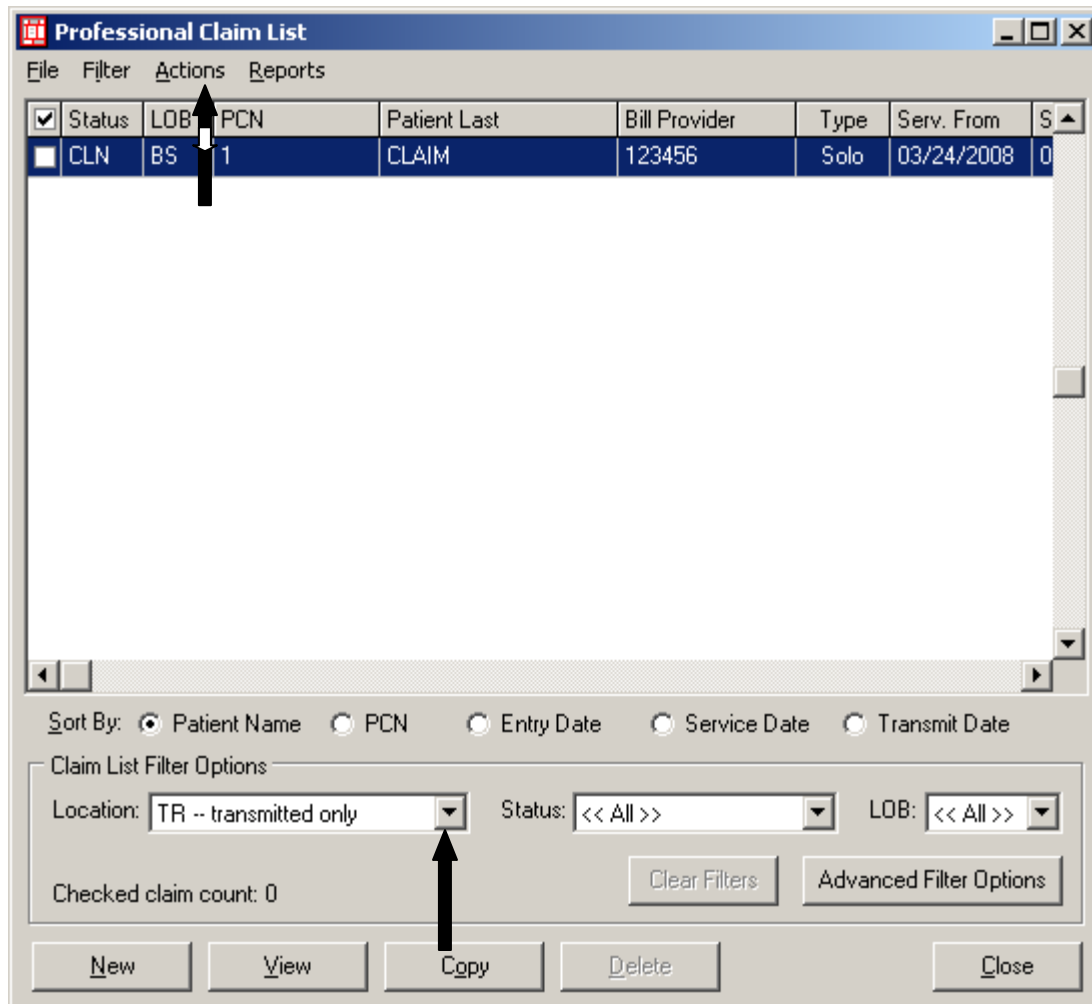


Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the "to be transmitted (CL) location.



Claims in the Transmitted Only (TR) location or have a Status of DEL (Deleted) can be purged. Change the location to TR-Transmitted only.

Select the claim or claims you would like to purge, choose the Purge Selected Claim or Purge All Checked Claims from Actions on the toolbar.



You will receive the following message, if you still want to purge the claim, click OK.

