

Delete Claims

Last Modified on 10/27/2023 12:36 pm
CDT

You can delete claim data for a given month so you can process or re-process your claims.

Required Permissions: You must have the **Claims** permission enabled on your account to view and work with claims. Sponsored centers do not have access to this feature.

1. From the menu to the left, click **Claims**.
2. Select **List Claims**.
3. Click the claim to delete. The Claim Details page opens.
4. Click **Delete**.

The screenshot shows the 'Claim Details' page for February 2020. At the top, there is a prompt: 'Would you like to calculate blended rates while calculating?' with 'Yes' and 'No' buttons. Below this is a table with columns: Meals, Free, Reduced, Paid, and Total. The table lists various meal types and their corresponding values. To the right of the table, there is a 'Delete' button (highlighted with a red box) and a 'Recalculate' button. Below the table is a 'Claim Status' section with the following information: Last Calculated: 03/18/2020, Total Payments: \$0.00, Awaiting Payment: \$0.00, Submitted to State: (No) (No). A 'Claim Actions' dropdown menu is also visible.

Meals	Free	Reduced	Paid	Total
Breakfast	0	0	0	0
AM Snack	0	0	0	0
Lunch	0	0	0	0
PM Snack	0	0	0	0
Dinner	0	0	0	0
Eve. Snack	0	0	0	0
Participated	11	8	4	23

5. At the Are You Sure prompt, click **Delete**.

Note: If you delete a claim that contains both At-Risk and Regular meals where the claim is represented in two rows on the View Claims page, both claims are deleted. In this case, the Are You Sure prompt reads: Are You Sure You Want to Delete All Claims for the License Type [LICENSE] for the Month? Click **Delete** to delete both the At-Risk and Regular claim.