

View the Claim Change Log

Last Modified on 10/27/2023 12:37 pm
CDT

Each adjustment you make is stored in the Claim Change Log at the bottom of the Adjust Claim Counts page.

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 adjust. The Claim Details page opens.
4. In the Claim Status section, click the **Claim Actions** drop-down menu and select **Adjust Claim Counts**. The Adjust Claim Counts page opens.
5. Scroll to the **Claim Change Log** section at the bottom of the page. The following information displays:
 - Date Applied
 - Claim Change Reason
 - Change Amount
6. Click the **magnifying glass** to view additional details about a particular change.

Date Applied	Claim Change Reason	Change Amount
03/19/2020	Not changed / No reason supplied	\$0.00