



How Do I Create a New Claim from a Copy?

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Steps: Create a New Claim from a Copy

- 1) To create a new claim from a copy of an existing Received/Accepted claim, **click *Submit a Claim Online*** on the left hand side menu on the *MyPractice* Page.
- 2) On the next screen, **click “Create a New Claim from a Copy”** on the second button.
- 3) The next screen will show previously submitted claims. **Click “Copy”** to the right of the desired claim.
- 4) The claim will then open to the *Claim Detail* tab. Enter in date(s) of service.
- 5) Scroll down and click “Save and Continue.”
- 6) On the *Preview* screen, review all information to ensure accuracy.
- 7) **Click “Submit.”**

TIPS:

- When creating a claim from a copy, the only information required to be entered is date(s) of service, but be sure to check the procedure code to ensure it is correct for the type of service performed.