



How Do I Create a New Claim from a Copy?

For Additional Questions and Answers, visit our [FAQ](#) section

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) 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 procedure code to ensure it is correct for the type of service performed.
- For further assistance, use the **FAQs** link to access **Contact Us**.