

How to Submit a Corrected Claim

The following options are available in Availity Essentials for submitting a claim that has already been accepted for processing.

Recreate the Claim

You can recreate a claim and submit it as a replacement or cancellation (void) of the original claim if the payer has already accepted the original claim for processing. Follow these steps:

1. In the Availity Essentials menu bar, select **Claims & Payments**, and then select either **Professional Claim** or **Facility Claim** under **Claims**, depending on which type of claim you want to correct.
2. Enter the claim information, and set the billing frequency and payer control number as follows:
 - **Billing Frequency 7** – Replacement of Prior Claim (to submit a Corrected Claim)
 - **Billing Frequency 8** – Void/Cancel Prior Claim (to void the claim completely)
 - **Set the Payer Control Number (ICN / DCN) (or Payer Claim Control Number)** field to the claim number assigned to the claim by the payer. You can obtain this number from the 835, if available.
3. Submit the claim.

Timeframe for Submitting Correcting Claims:

- For corrected claims with a date of service prior to July 1, 2022, the time period is 120 days from the date of service for participating providers.
- For corrected claims with a date of service July 1, 2022 forward, the time period is 365 days from the date of service for participating providers.
- For corrected claims for non-participating providers, the time frame is 365 days regardless of the date of service.