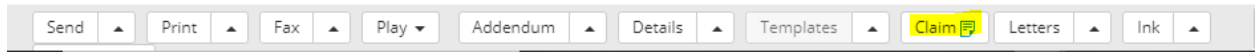
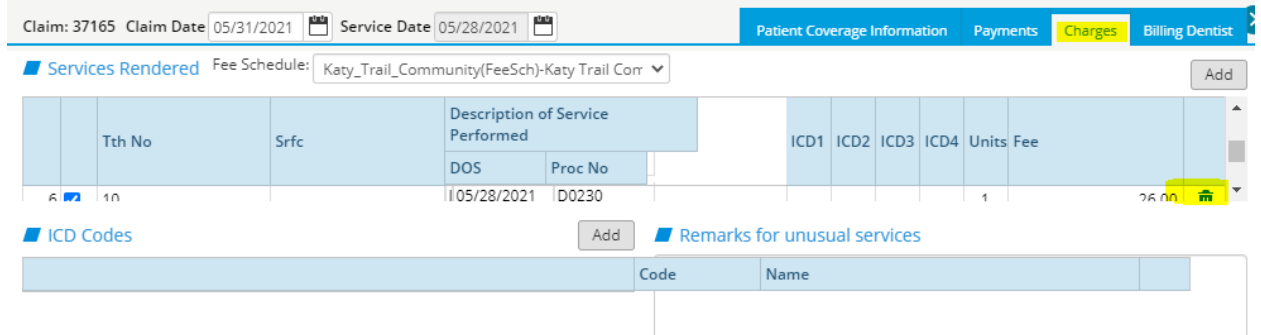


How to Correct a Billing Error if You Charged for Something Not Completed That DOS

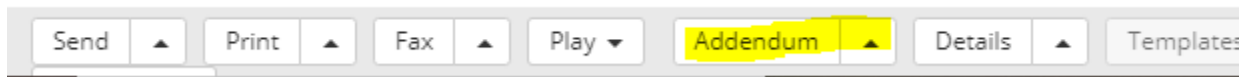
- 1) The charge will need to be removed from the claim. Locate the “Claim” tab at the bottom of the progress note



- 2) Click on the “Charges” tab of the claim. Under “Services Rendered” locate the CPT that needs to be deleted and click on the trash can, then click “OK”:



- 3) Next, add an addendum to the progress note stating which charges were not completed here:



- 4) You will not be able to treatment plan or complete any CPT codes on a locked note, but if you need to add for reference, you can chart something as Existing by accessing the tooth chart through the patient’s HUB:

