These instructions apply to PPS episodes and describes how to manually put an episode on hold, and how to take an episode off of hold status. This does not apply to episodes automatically placed on hold due to chart reviews.

Put a Claim on Hold

1. Go to **Billing** > **PPS Billing** > **Edit PPS Episodes**.

2. At the search field in the top left, enter the patient chart number.

3. Select the episode you wish to put on hold.

4. Enter/select the reason for the hold in the lower right area of the screen.

5. Click the **HOLD this Episode** button on the right of the screen.

6. The episode is on hold.

- **NOTE**: If you want a listing of all the episodes you've manually put on hold, go to the **Reports** > **Billing** > **14.03 PPS Tracking Report**. Check the **On-Hold** option on the left, and choose one of the top 4 **Print By** options on the right. Click here for full details on this report.

Take a Claim off Hold

1. Repeat steps 1-3 above for the episode to take off hold (Put a Claim on Hold).

2. Click the Take this Episode off HOLD button on the right of the screen.

3. The episode is off hold.