

## Cancel a Batch of Claims

You can cancel a batch of PPS claims or cancel a single claim(s) from a batch/serial number if it was generated by mistake.

1. From Office go to **Billing > PPS Billing > Review PPS Batches**
2. On the top left is an option to Show PPS Batches by **All** (employees) or **Only My Claims Created**. Choose the appropriate option.
3. Change the **From** and **Thru** dates to when the batch was created (if needed).
4. Select **RAP/NOA** or **End of Episode**, depending on what type of claim(s) you wish to cancel.
5. Select the claim transmission number from the list of batches that appear on the left side of the screen: You'll notice a list of episodes, that are within that transmission will appear on the right side of the screen.
6. Select **Cancel All Episodes in This Batch** to cancel **all** of the episodes; Or select an episode and click **Cancel the Selected Episode**. After you cancel the episode(s), it will be taken out of the **Edit PPS Episode** screen and the claim will be placed back in the list of claims ready for billing.

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Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50476.aspx>