**Job Aid: Copying a Claim**

This job aid describes how to:

* Copy a previously submitted paid or denied claim.

This allows you to submit a claim for a different member for the same service.

**To Copy a Claim**

From the **Claim Confirmation** panel:

1. Click **Copy**.



**Continue with the Billing Information Panel**

From the **Billing Information** panel:

1. Enter the claim information for the replaced claim as you would for any new claim.



**To copy a previously submitted claim:**

From the **POSC** home page:

1. Click **Manage Claims and Payments**.
2. Click **Inquire Claim Status**.
3. In the **Claims Search** panel, enter the **ICN** of the previous claim you want to copy.



1. Click on the ICN in the **Claims Search Results** panel. The **Claim Detail** panel will display.
2. Click **Copy**.



**Continue with the Billing Information Panel**

From the **Billing Information** panel:

1. Enter all the claim information on each appropriate tab/panel and submit to MassHealth.

