

This job aid describes how to:

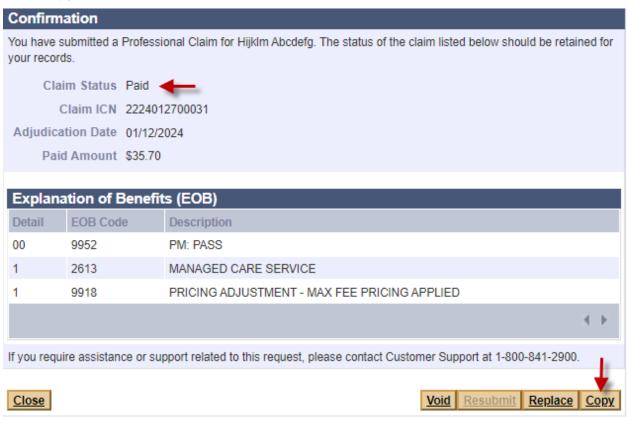
Copy a previously submitted paid or denied claim.

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

To Copy a Claim

From the Claim Confirmation panel:

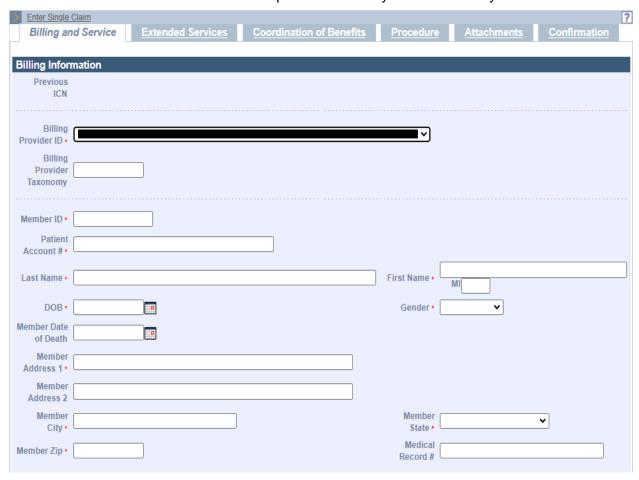
1. Click Copy.



Continue with the Billing Information Panel

From the Billing Information panel:

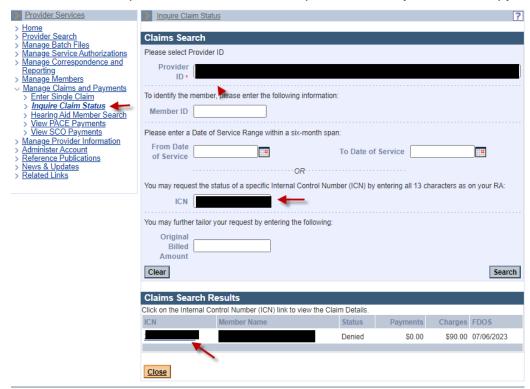
2. Enter the claim information for the replaced claim as you would for any new claim.



To copy a previously submitted claim:

From the **POSC** home page:

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



- 6. Click on the ICN in the Claims Search Results panel. The Claim Detail panel will display.
- 7. Click Copy.



Continue with the Billing Information Panel

From the Billing Information panel:

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

