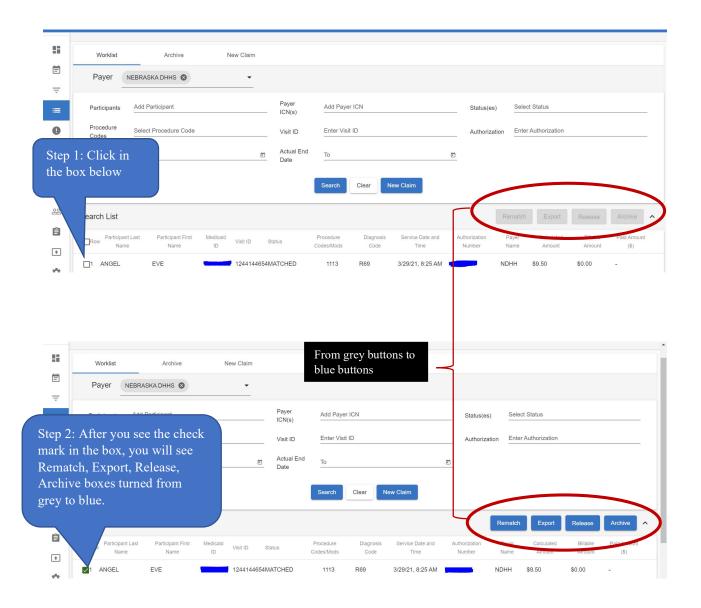
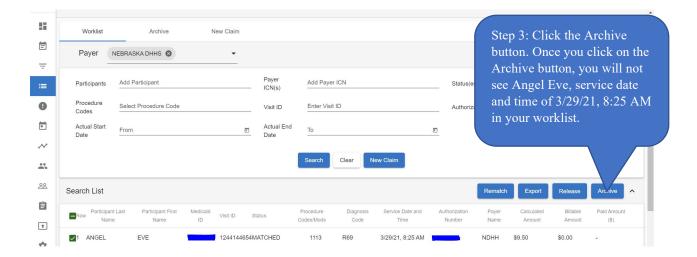
HOW TO ARCHIVE CLAIMS

How to Restore Archived Claim(s) and Restore Depleted Units

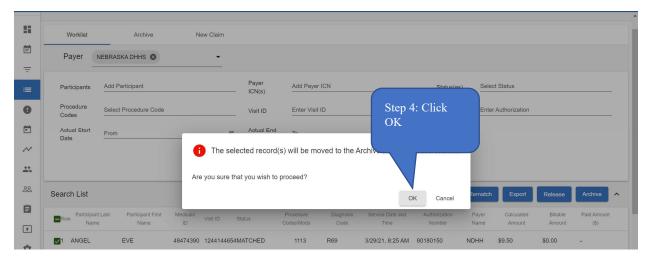
How to Archive Claims

- 1. Go to your Worklist:
- 2. Pick a claim you would like to archive. In the example below, we chose to archive Angel Eve claim on row 1.





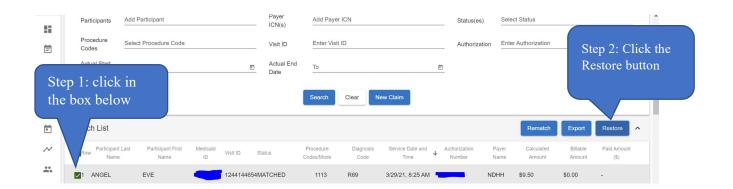
3. Before you archive, the system will ask you whether you are sure you want to archive your selection. If you are sure you want to archive your claim, click OK.



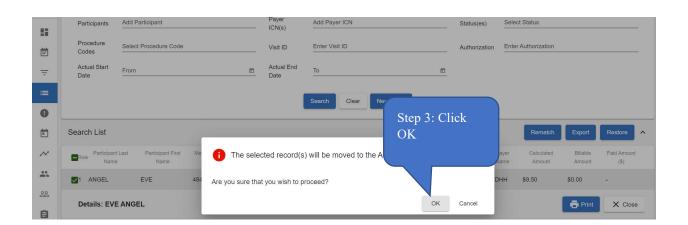
How to Restore Archived Claim(s) and Restore Depleted Units

If your units have been depleted because you archived your claim(s), you must do the following to restore the units:

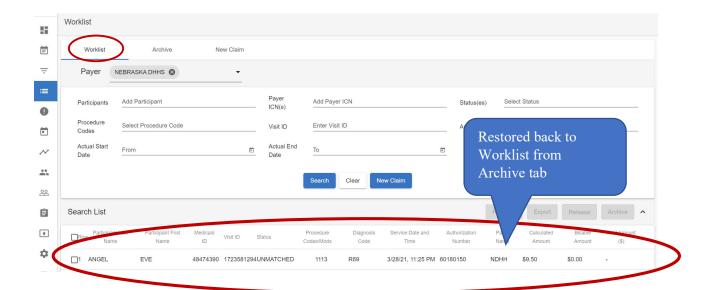
1. RESTORE your archived claim(s)



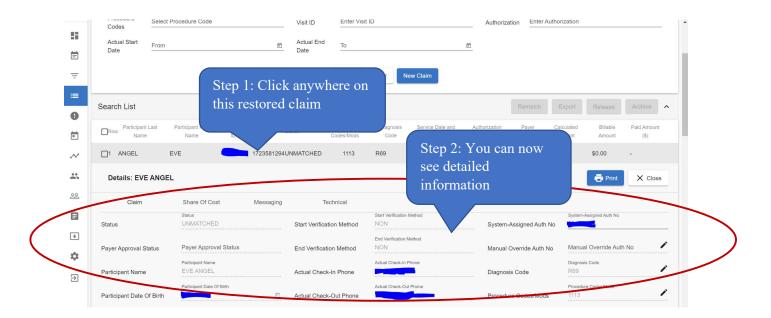
a) After you click the Restore button, the system will confirm your decision. If you wish to continue, click OK.

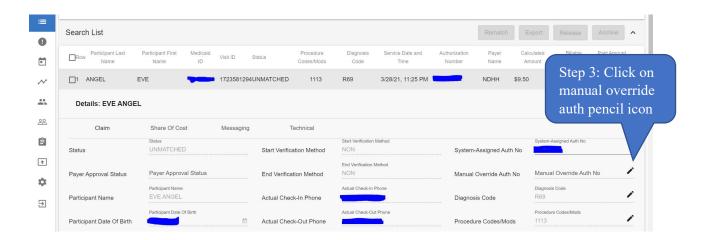


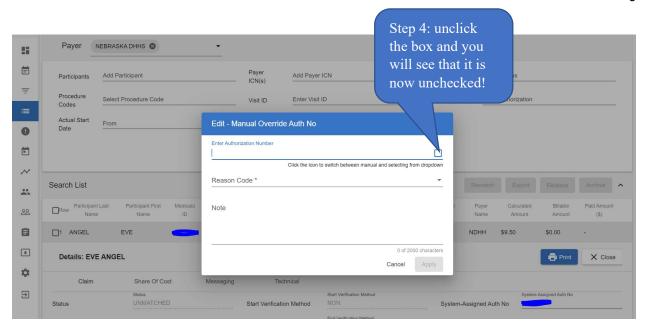
b. YOU MUST REFRESH YOUR PAGE TO SEE YOUR RESTORED CLAIM IN THE WORKLIST.

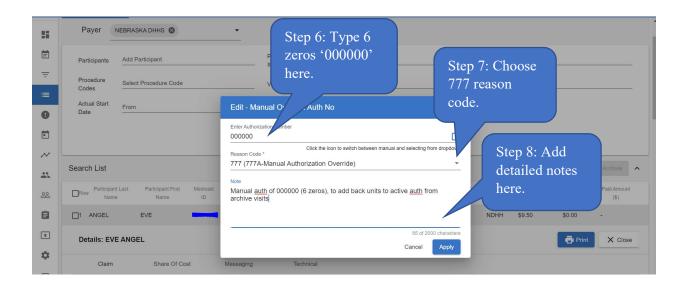


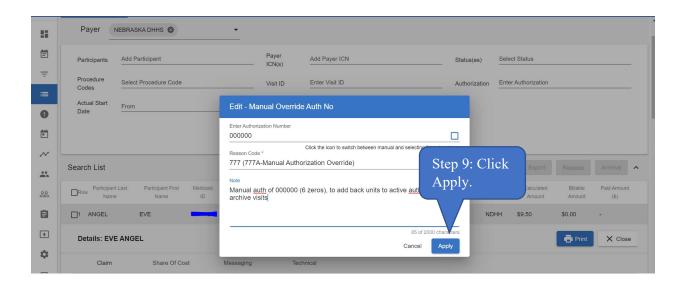
- 2. Now, to restore depleted units, follow these steps:
 - **a. NOTE:** If you do NOT have enough units to complete a visit, you will need to FIRST take these steps to restore units back from your archived claims. You MUST pick claims that are UNMATCHED and restore those claims back to WORKLIST. From your WORKLIST, you can then restore your units. YOU ARE NOT ABLE TO RESTORE ANY UNITS from ARCHIVE tab.











b. After you click Apply, the claim status will turn from Matched to New and then after you Rematch it, it will turn to UNMATCHED.



c. NOTE: In your Service Authorization, search for your participant and you will see that units remaining have increased.

