

ADJUSTING CLAIMS

*Releasing Adjusting Claims & Saving and Adjustments
without releasing adjusted claims*

ADJUSTING CLAIMS

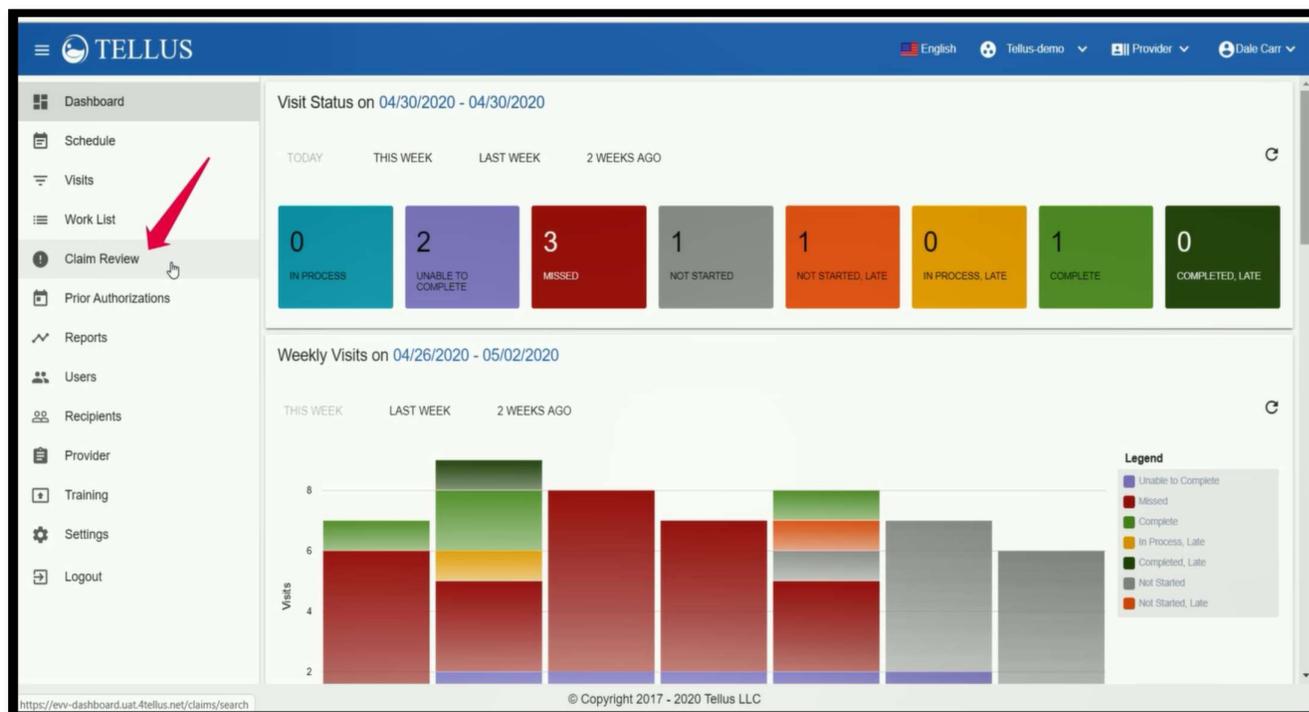
This training guide will provide the necessary reference to assist you as the providers with:

- ✓ Claims Adjustments verses Claims Resubmission
- ✓ Accessing and Reviewing Claims for Adjustment
- ✓ Adjusting Paid and Partially Paid Claims
- ✓ Releasing Adjusted Claims to be submitted to Payer
- ✓ Saving Adjustments without releasing adjusted claim to payer
- ✓ Confirming Adjusted Claims Status

ATTENTION: *Only paid and partially paid claims can be adjusted. Adjusted claims can be resubmitted using the same Internal Claim Number (ICN). Denied claims cannot be adjusted, they must be appealed.*

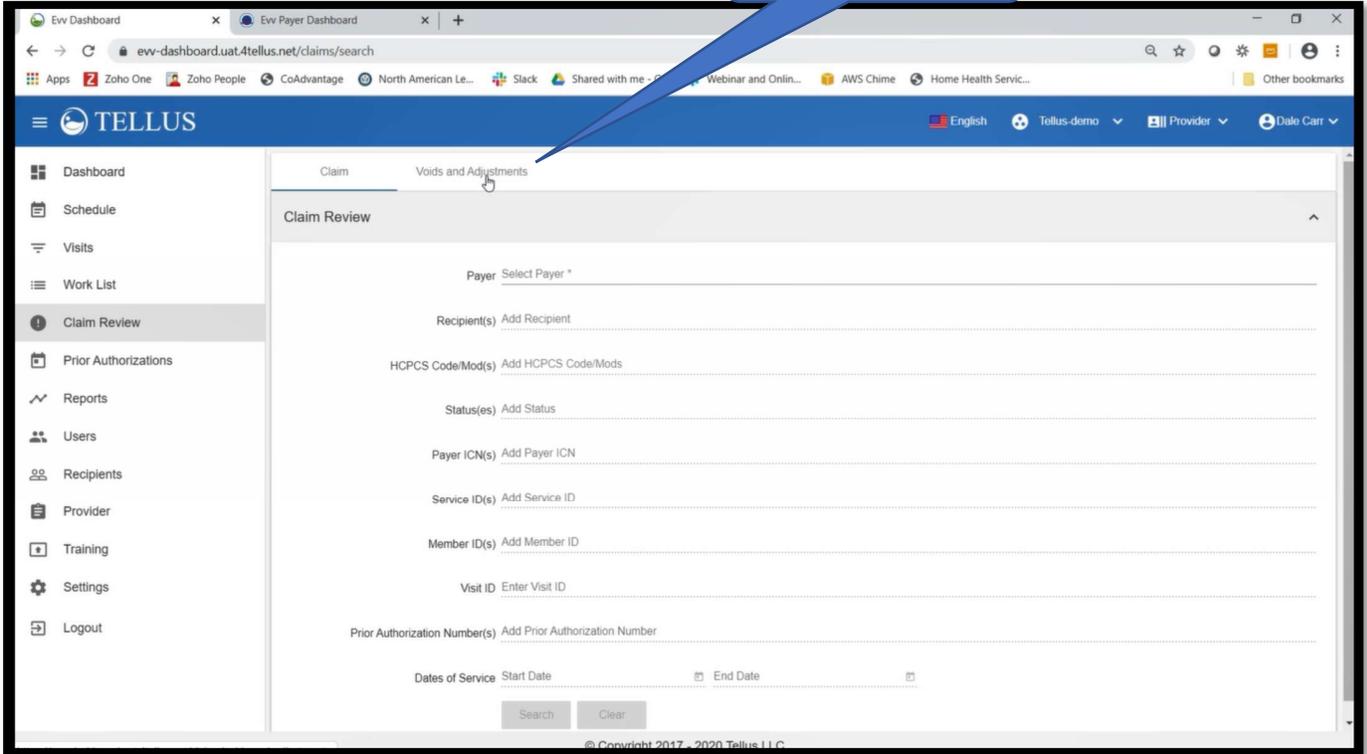
STEP ONE:

Click **Claim Review**



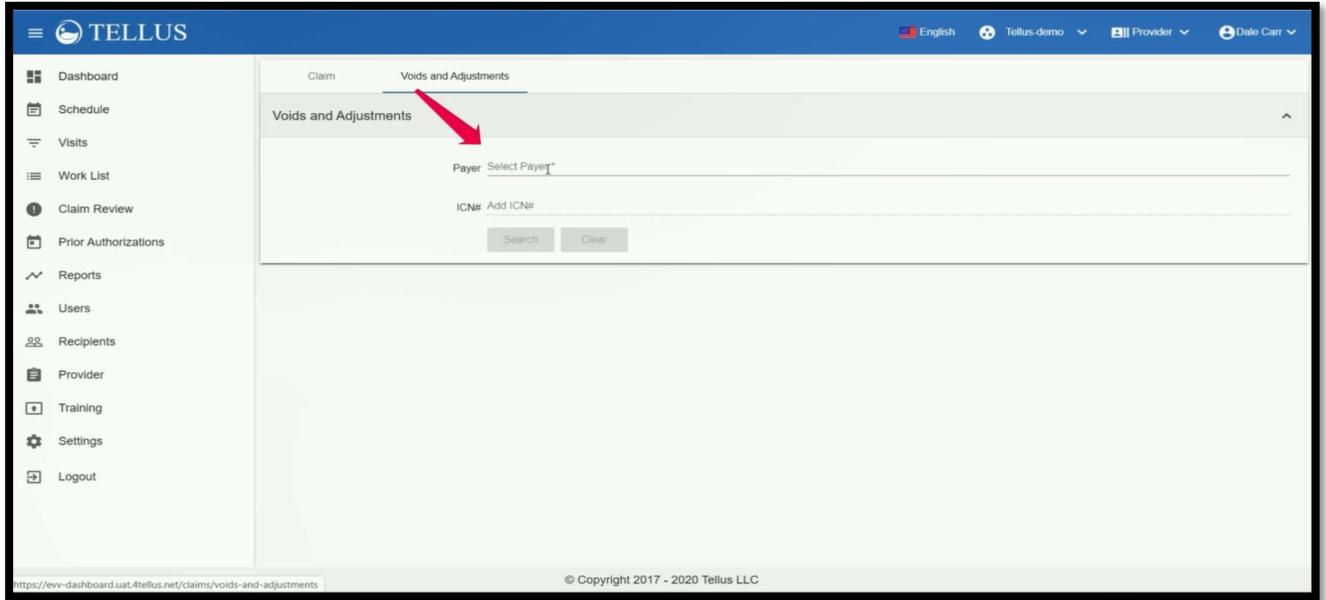
STEP TWO: Click **Voids and Adjustments**

Voids and Adjustments



STEP THREE: Once you click **Voids and Adjustments**, you will see the screen below.

Click Payer Field (where the red arrow points) and Select Payer.



The screenshot displays the TELLUS dashboard interface. The top navigation bar includes the TELLUS logo, language settings (English), user profile (Tellus-demo), provider selection (Provider), and a date selector (Date Carr). The left sidebar lists various dashboard sections: Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The main content area is titled 'Voids and Adjustments' and features a search form with two input fields: 'Payer' (containing 'Select Payer') and 'ICN#' (containing 'Add ICN#'). Below these fields are 'Search' and 'Clear' buttons. A red arrow points to the 'Payer' field. The footer contains the URL 'https://evv-dashboard.uat.4tellus.net/claims/voids-and-adjustments' and the copyright notice '© Copyright 2017 - 2020 Tellus LLC'.

STEP FOUR: For this guide, we selected Aetna as an example. But, in your own Admin portal, you will select **NE-DHHS for Payer** and then **click Search**.

The screenshot displays the TELLUS Admin portal interface. On the left is a navigation menu with items: Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The main content area is titled 'Voids and Adjustments' and contains a search form. The form has a 'Select Payer *' dropdown menu currently showing 'Aetna of Florida'. Below it is an 'ICN# Add ICN#' input field. At the bottom of the form are 'Search' and 'Clear' buttons. Two blue callout boxes are overlaid on the image. The first callout box, pointing to the 'Payer' dropdown, contains the text: 'You can choose to add the ICN# or leave it blank. If you leave it blank, you can search for all Aetna payers.' The second callout box, pointing to the 'Search' button, contains the text: 'Click the Search comment so all Aetna payers can be visible to you.'

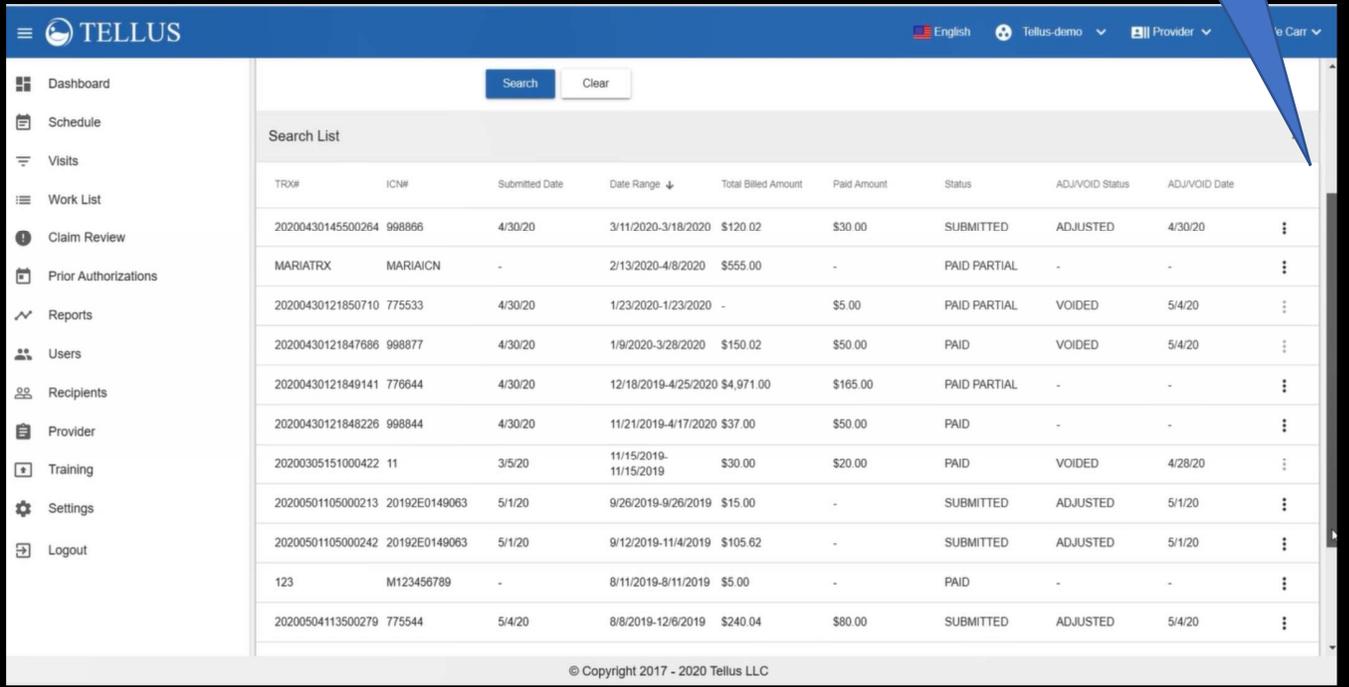
You can choose to add the ICN# or leave it blank. If you leave it blank, you can search for all Aetna payers.

Click the Search comment so all Aetna payers can be visible to you.

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STEP FIVE: Once you click on the **Search** button, information such as below will be displayed to you for your review.

You can scroll through this information



The screenshot shows the TELLUS web application interface. On the left is a navigation menu with items: Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The main content area features a search bar with 'Search' and 'Clear' buttons. Below the search bar is a 'Search List' table with the following columns: TRX#, ICN#, Submitted Date, Date Range (with a downward arrow), Total Billed Amount, Paid Amount, Status, ADJ/VOID Status, and ADJ/VOID Date. The table contains 12 rows of data. At the bottom of the page, there is a copyright notice: '© Copyright 2017 - 2020 Tellus LLC'.

TRX#	ICN#	Submitted Date	Date Range ↓	Total Billed Amount	Paid Amount	Status	ADJ/VOID Status	ADJ/VOID Date
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$37.00	\$50.00	PAID	-	-
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20

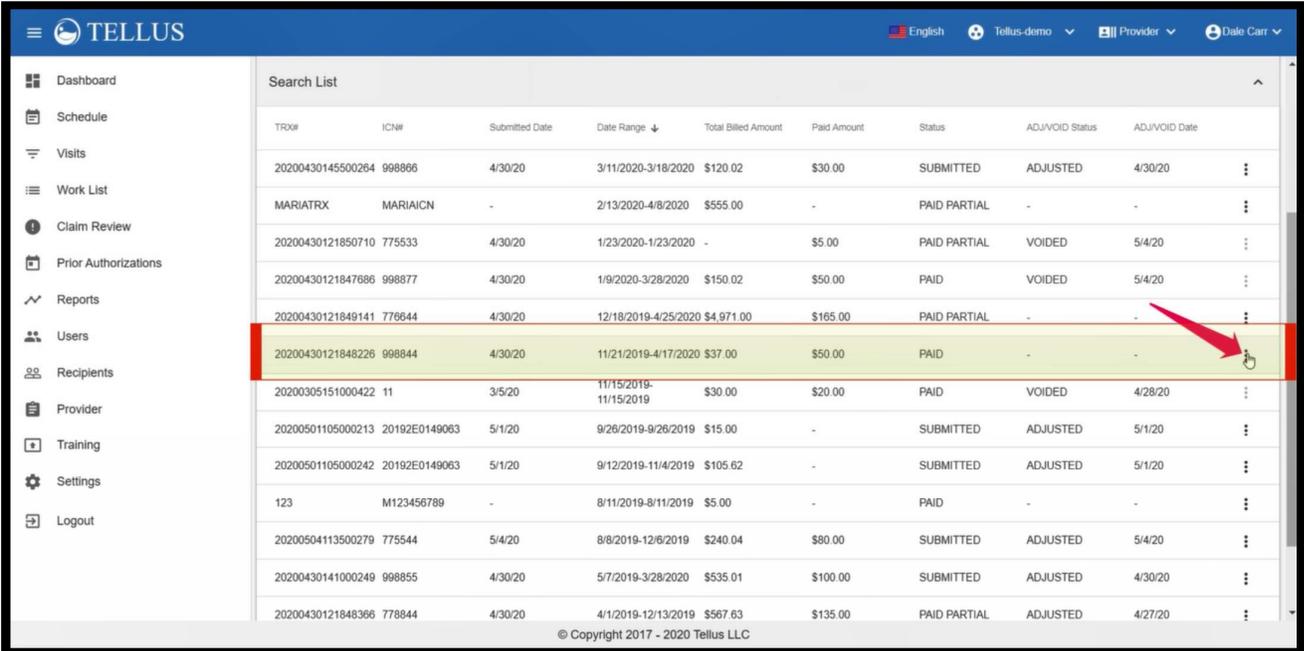
STEP SIX: Scroll up or down to locate the record you wish to adjust.

The screenshot shows the TELLUS application interface. On the left is a navigation menu with items: Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The main area displays a 'Search List' table with the following data:

TRX#	ICN#	Submitted Date	Date Range ↓	Total Billed Amount	Paid Amount	Status	ADJ/VOID Status	ADJ/VOID Date	
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20	⋮
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-	⋮
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20	⋮
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20	⋮
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-	⋮
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$37.00	\$50.00	PAID	-	-	⋮
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20	⋮
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20	⋮
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20	⋮
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-	⋮
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20	⋮
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20	⋮
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20	⋮

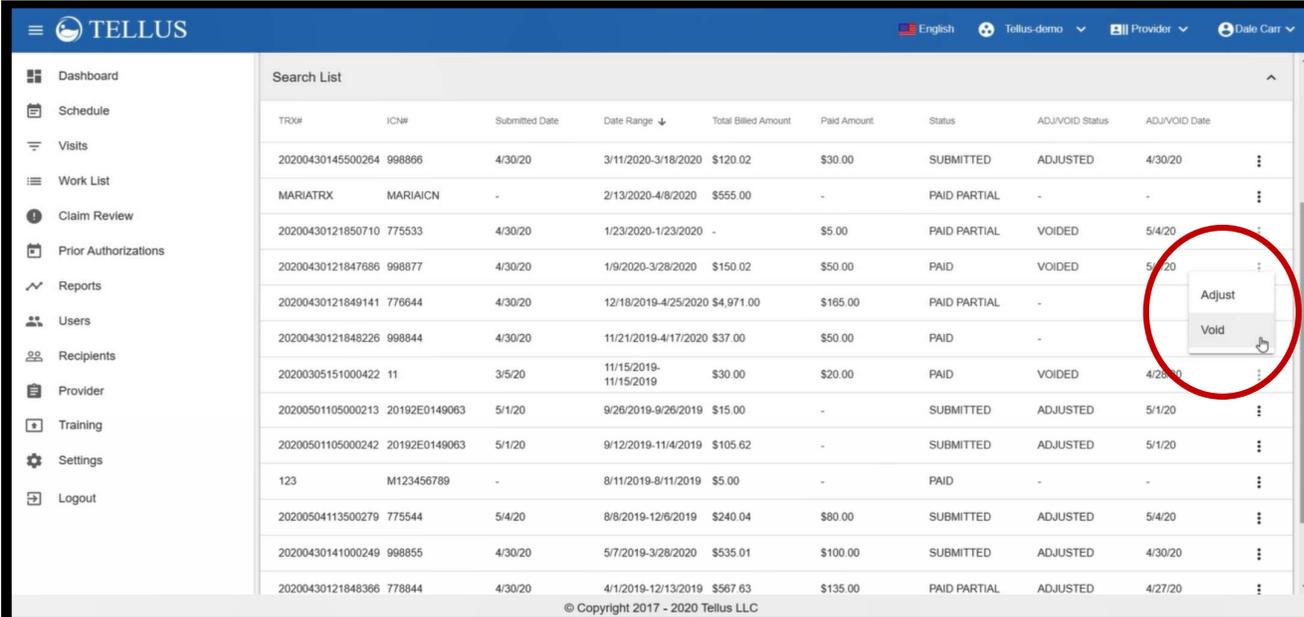
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STEP SEVEN: Click on the **three dots**  where the red arrow is pointed.



TRX#	ICN#	Submitted Date	Date Range ↓	Total Billed Amount	Paid Amount	Status	ADJVOID Status	ADJVOID Date	
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20	⋮
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-	⋮
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20	⋮
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20	⋮
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-	⋮
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$37.00	\$50.00	PAID	-	-	⋮
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20	⋮
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20	⋮
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20	⋮
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-	⋮
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20	⋮
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20	⋮
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20	⋮

STEP EIGHT: When you click the **three dots**, **Adjust** and **Void** will be displayed to you.



TRX#	ICN#	Submitted Date	Date Range ↓	Total Billed Amount	Paid Amount	Status	ADJVOID Status	ADJVOID Date	
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20	⋮
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-	⋮
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20	⋮
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20	⋮
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-	⋮
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$37.00	\$50.00	PAID	-	-	⋮
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20	⋮
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20	⋮
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20	⋮
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-	⋮
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20	⋮
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20	⋮
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20	⋮

Step Nine: Click **Adjust**!

Search List

TRX#	ICN#	Submitted Date	Date Range	Total Billed Amount	Paid Amount	Status	ADJVOID Status	ADJVOID Date	
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20	⋮
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-	⋮
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20	⋮
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	-	⋮
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-	⋮
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$37.00	\$50.00	PAID	-	-	⋮
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20	⋮
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20	⋮
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20	⋮
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-	⋮
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20	⋮
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20	⋮
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20	⋮

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STEP TEN: Once you click **Adjust**, the claims adjustment pop-up window is displayed. This is circled in red below.

Search List

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount	
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00	⋮
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00	⋮
998844	998844	GEORGE ALLGEIER	11/25/2019, 08:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	-	\$10.00	-	⋮
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	-	-	\$10.00	-	⋮
998844	998844	GEORGE ALLGEIER	11/25/2019, 08:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	-	\$10.00	-	⋮
TOTAL AMOUNT :									\$37.00	\$50.00	\$37.00	

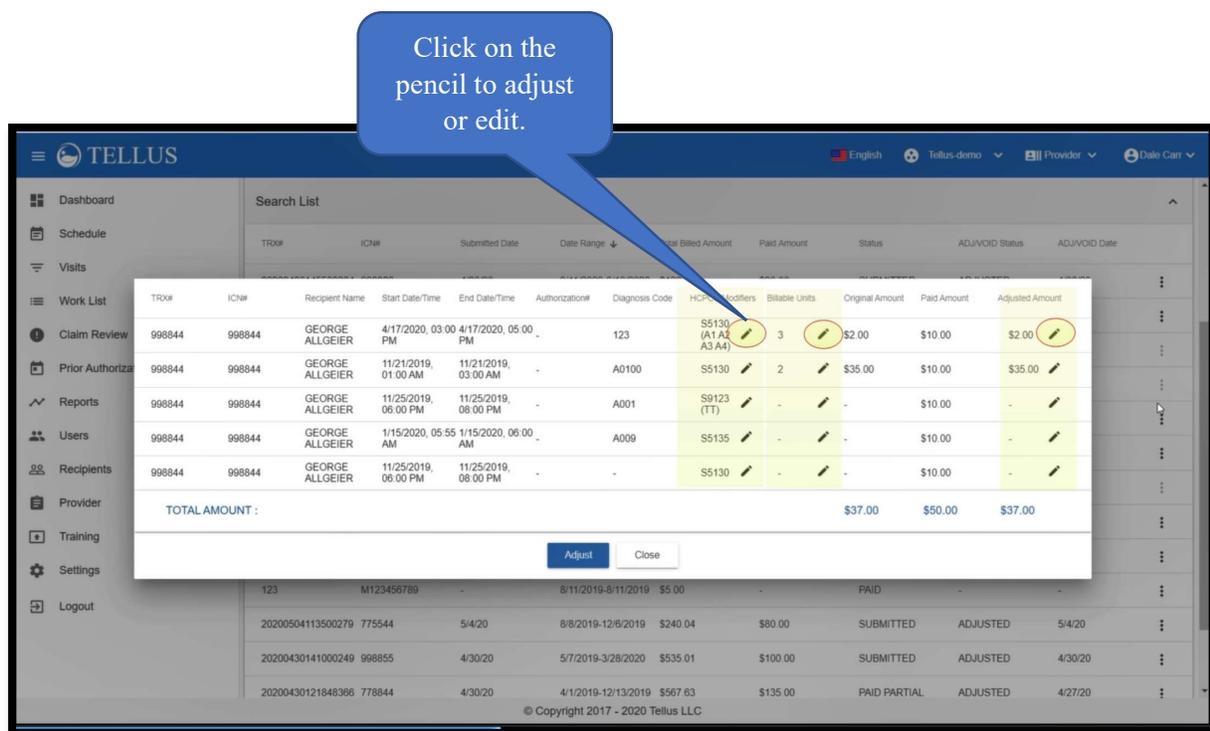
Adjust Close

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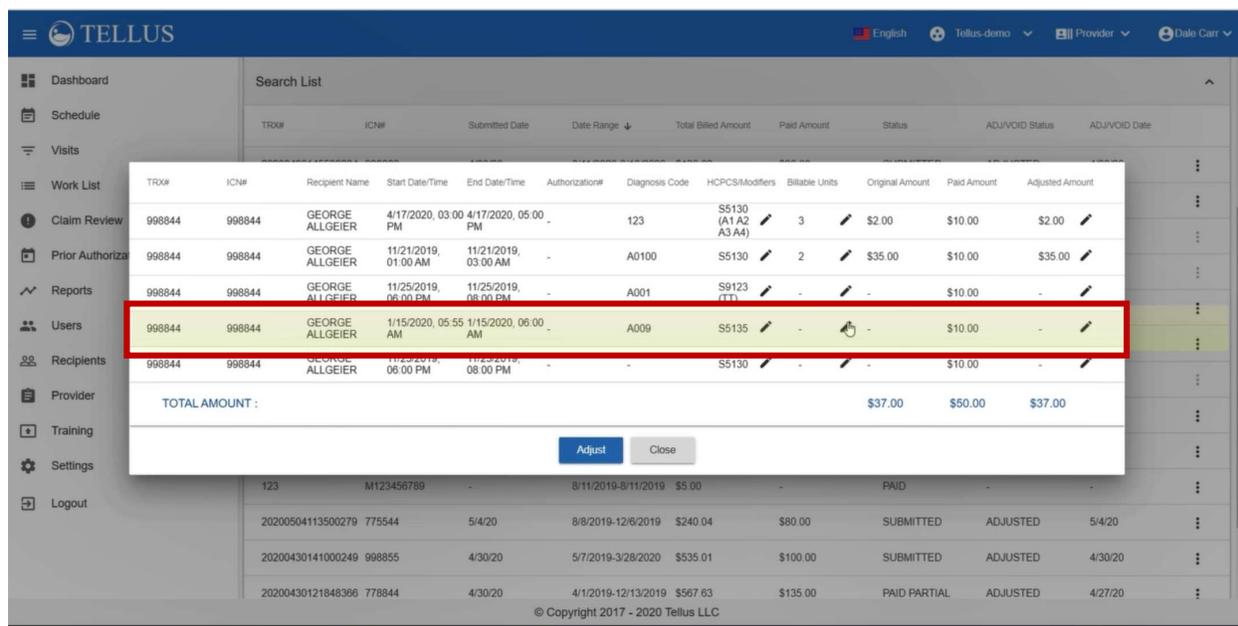
The image shows a screenshot of a medical claims management software interface. A table of claims is displayed, with several columns highlighted by blue callout boxes. The callouts are: Transmission number (TRX#), Internal Control number (ICN), Medicaid Participant's name (Recipient Name), Start Date/Time, End Date/Time, Authorization Number, Diagnosis code, Service code and any modifiers (HCPCS/Modifiers), Billable Units, Original Claim amount (Original Amount), Paid amount (Paid Amount), and Adjusted Amount. The table includes a 'TOTAL AMOUNT' row at the bottom.

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A) (2) (A) (4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 05:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	-	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	-	\$10.00	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$3

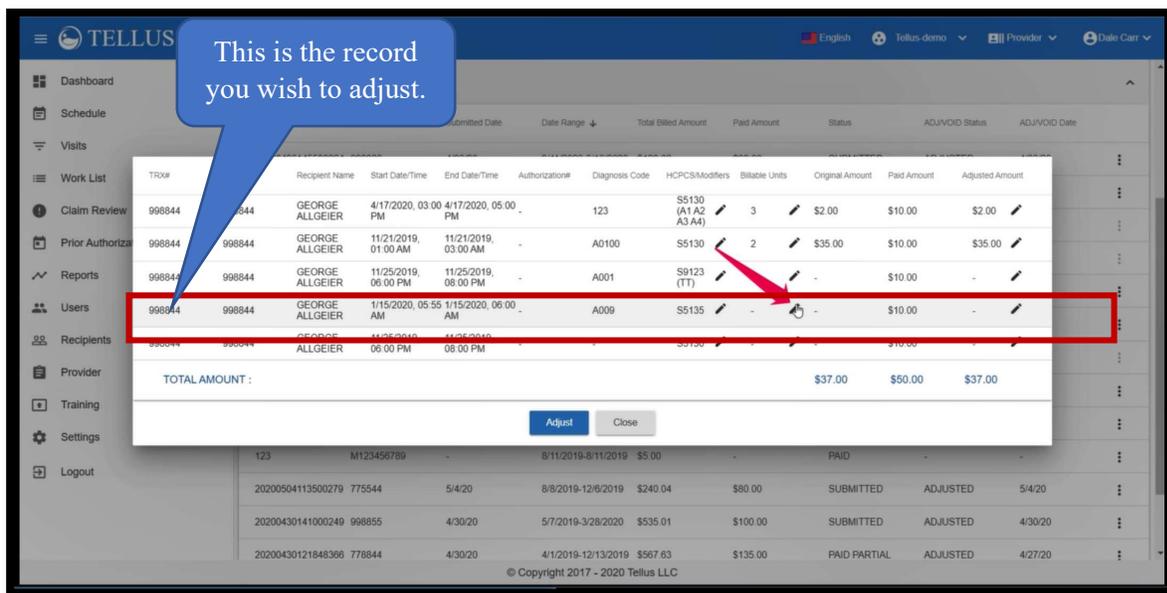
Fields with a 'pencil' icon means that these areas can be adjusted or these fields be edited.



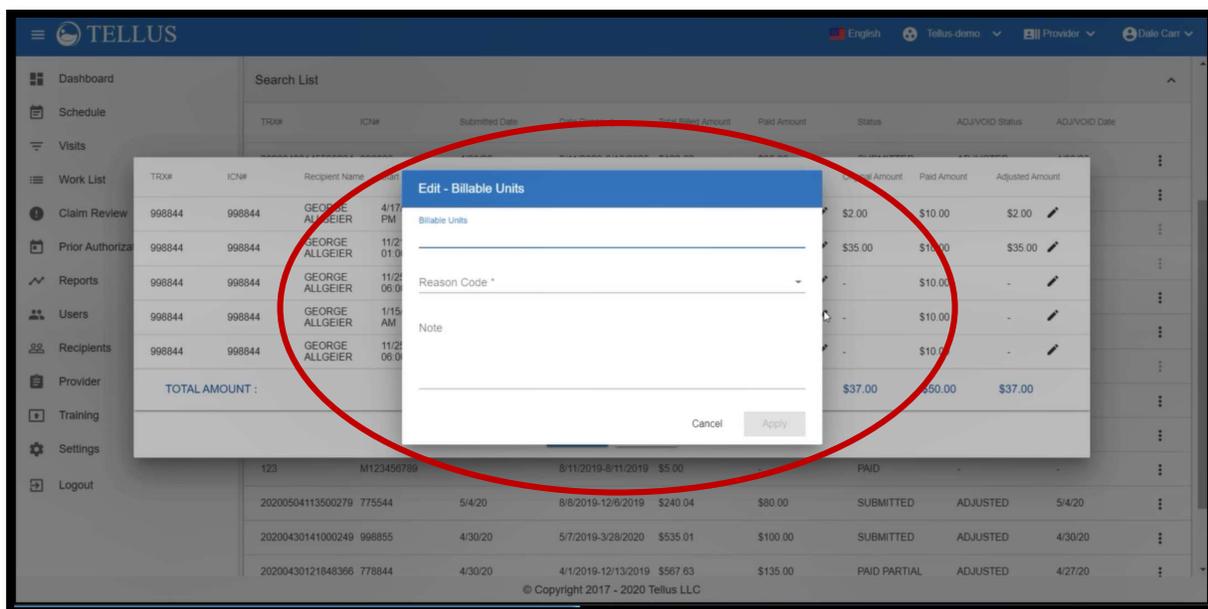
STEP ELEVEN: Locate the service you wish to adjust or edit.



STEP TWELVE: Make sure you know what you want to adjust. In this example, we will adjust the billable unit. Since the billable unit has a ‘pencil’ icon, it tells us that it is adjustable or editable. Click on the ‘pencil’ icon on the billable unit column of the record you wish to adjust.



STEP THIRTEEN: Click on the Billable Unit ‘Pencil’ icon and you will see the below pop-up window.



STEP FOURTEEN: In the Billable Unit, you can adjust the units.

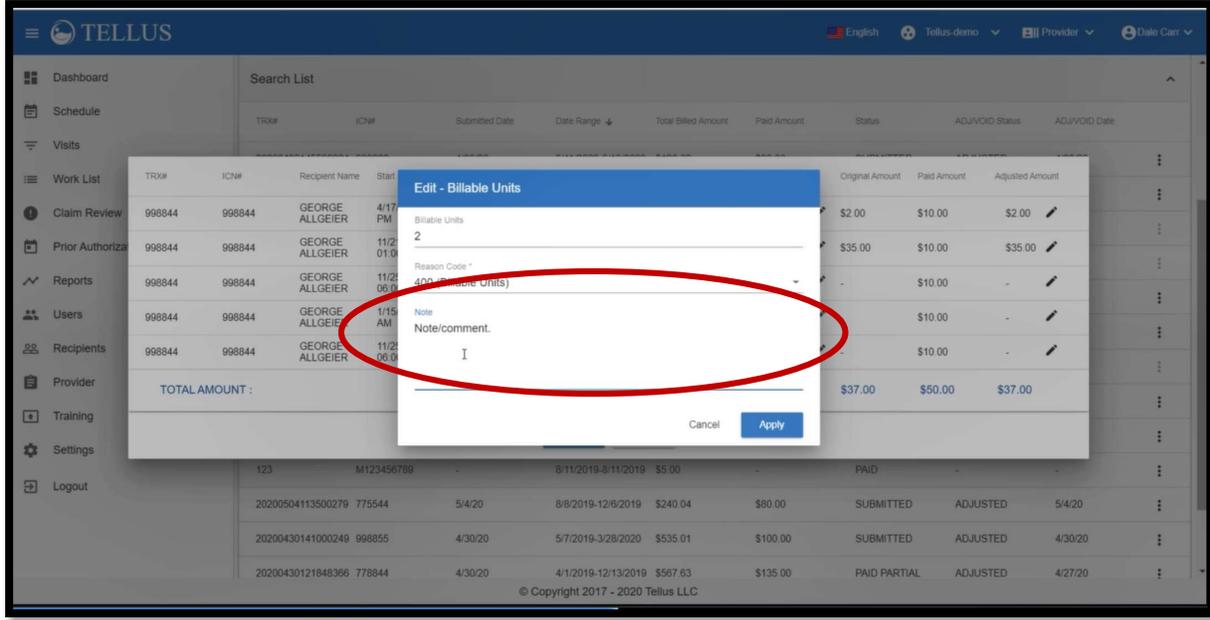
The screenshot shows the TELLUS interface with a table of billable units. A modal dialog titled "Edit - Billable Units" is open over the table. The dialog has three main input fields: "Billable Units" (containing the number 2), "Reason Code" (with a dropdown arrow), and "Note" (with a text area). The "Apply" button is highlighted in grey. The background table shows columns for TRX#, ICN#, Recipient Name, Start, Original Amount, Paid Amount, and Adjusted Amount.

TRX#	ICN#	Recipient Name	Start	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17 PM	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/2 06.0	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/2 06.0	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15 AM	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	11/2 06.0	-	\$10.00	-
TOTAL AMOUNT :				\$37.00	\$50.00	\$37.00

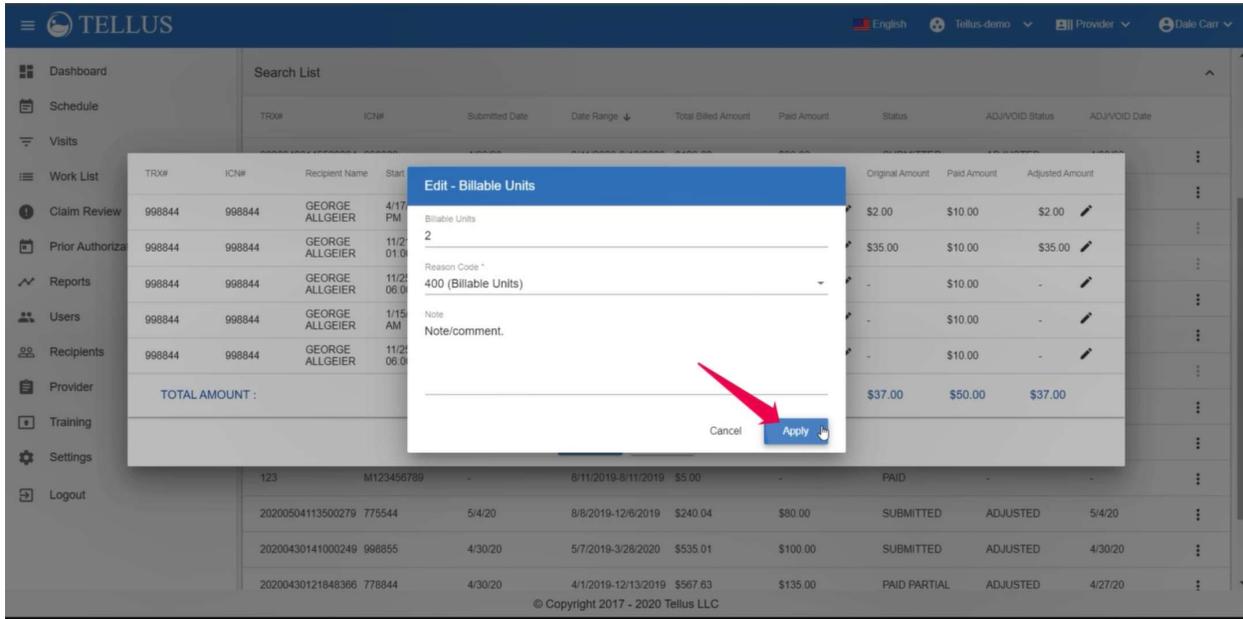
STEP FIFTEEN: Do not forget to click on the Reason Field and if you have any comments, add them to the Note field.

The screenshot shows the TELLUS interface with the same table of billable units. The "Edit - Billable Units" dialog is open, and the "Reason Code" dropdown menu is expanded, showing the selected option "400 (Billable Units)". The "Apply" button is highlighted in grey. The background table is the same as in the previous screenshot.

TRX#	ICN#	Recipient Name	Start	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17 PM	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/2 06.0	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/2 06.0	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15 AM	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	11/2 06.0	-	\$10.00	-
TOTAL AMOUNT :				\$37.00	\$50.00	\$37.00



STEP SIXTEEN: Once you have completed adjusting your billable unit and added your comments, click the **APPLY** button.

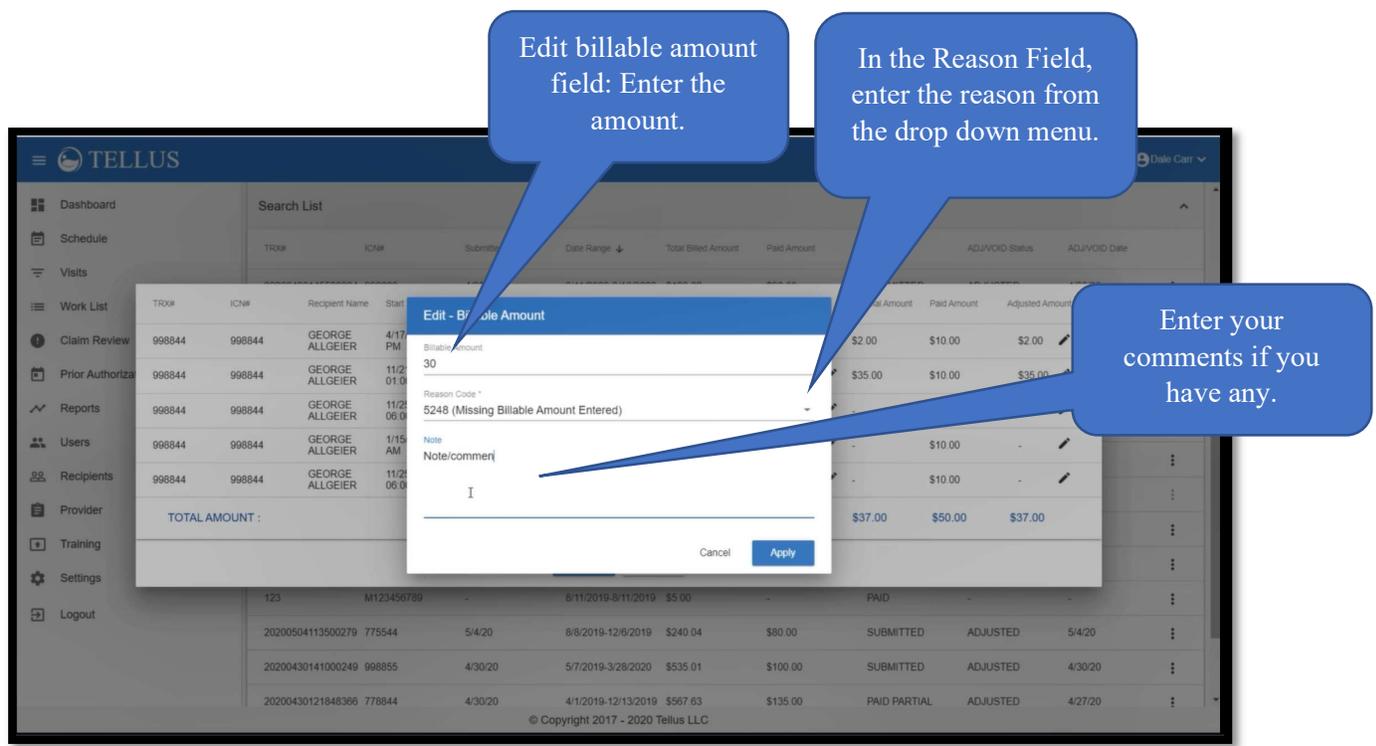


STEP SEVENTEEN: After you have adjusted the billable unit, the amount can be adjusted. Locate the ‘pencil’ icon on the Adjusted Amount column of the record you wish to adjust, click the ‘pencil’ icon.

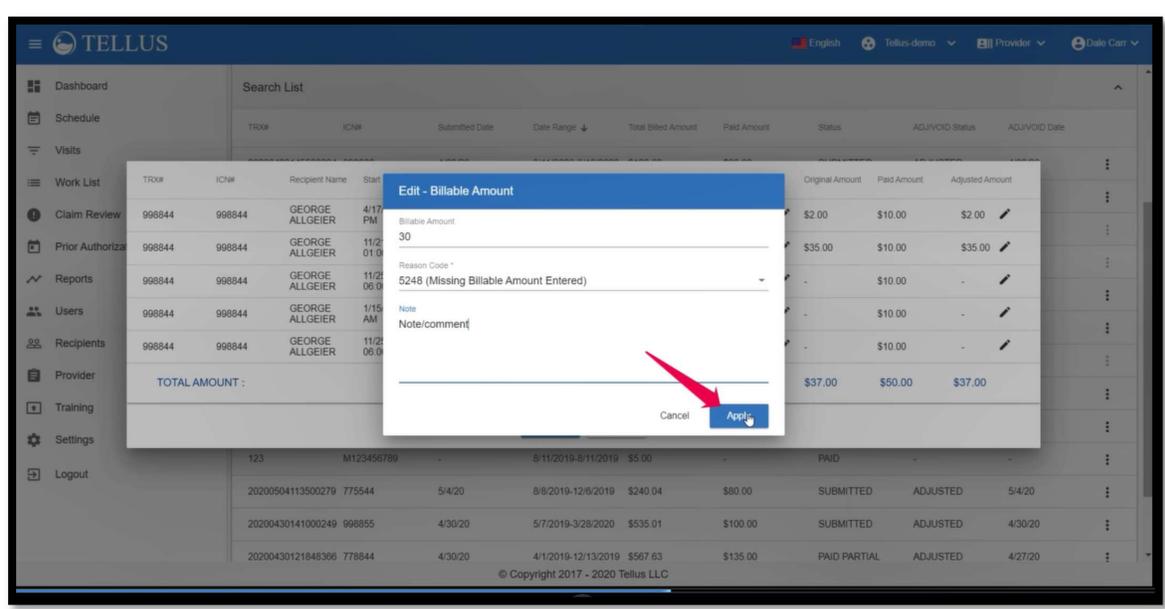
The screenshot shows the TELLUS application interface. A search list table is displayed with columns: TRX#, ICN#, Recipient Name, Start Date/Time, End Date/Time, Authorization#, Diagnosis Code, HCPCS/Modifiers, Billable Units, Original Amount, Paid Amount, and Adjusted Amount. A modal window is overlaid on the table, containing a table with the same columns. The row with TRX# 998844, ICN# 998844, Recipient Name GEORGE ALLGEIER, Start Date/Time 1/15/2020, 05:55 AM, End Date/Time 1/15/2020, 06:00 AM, Authorization# A009, Diagnosis Code S5135, Billable Units 2, Original Amount \$10.00, Paid Amount \$10.00, and Adjusted Amount \$10.00 is highlighted with a red box. A red arrow points to a pencil icon in the Adjusted Amount column of this row. Below the modal table are 'Adjust' and 'Close' buttons. The background table shows a 'TOTAL AMOUNT' row with values \$37.00, \$50.00, and \$37.00. The interface includes a sidebar with navigation options like Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorization, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The top right shows user information: English, Tellus-demo, Provider, and Dale Carr.

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	A001	S9123	-	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	2	-	\$10.00	\$10.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	-	\$10.00	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$37.00

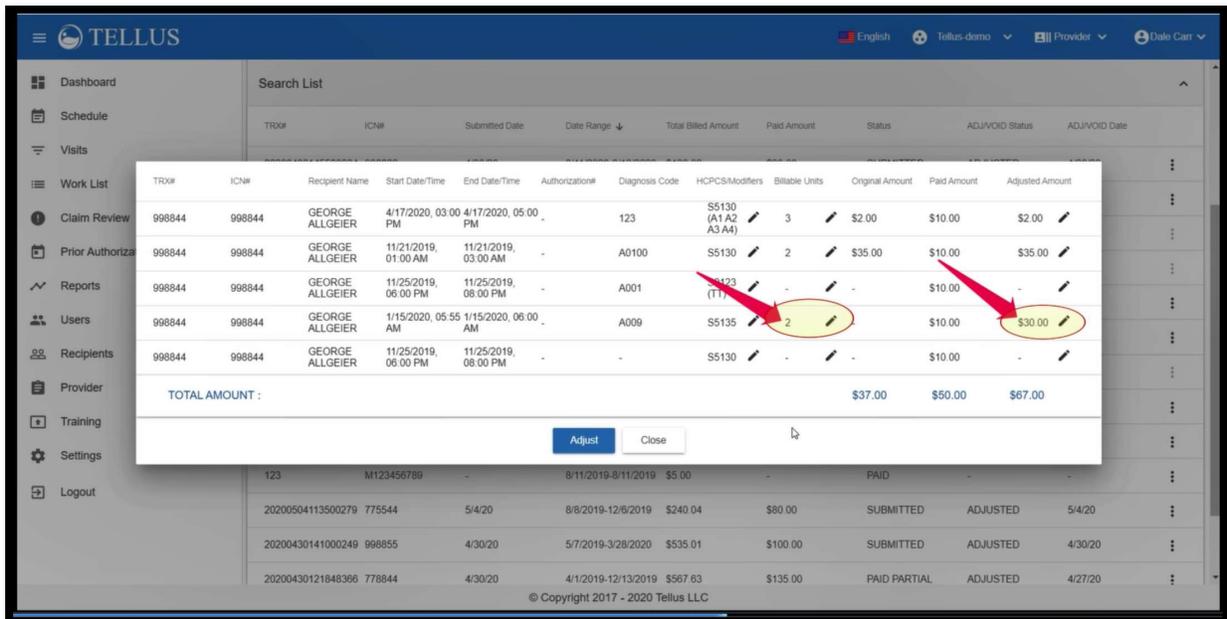
STEP EIGHTEEN: Once you click the ‘pencil’ icon you will see the pop-up window for the Adjusted Amount.



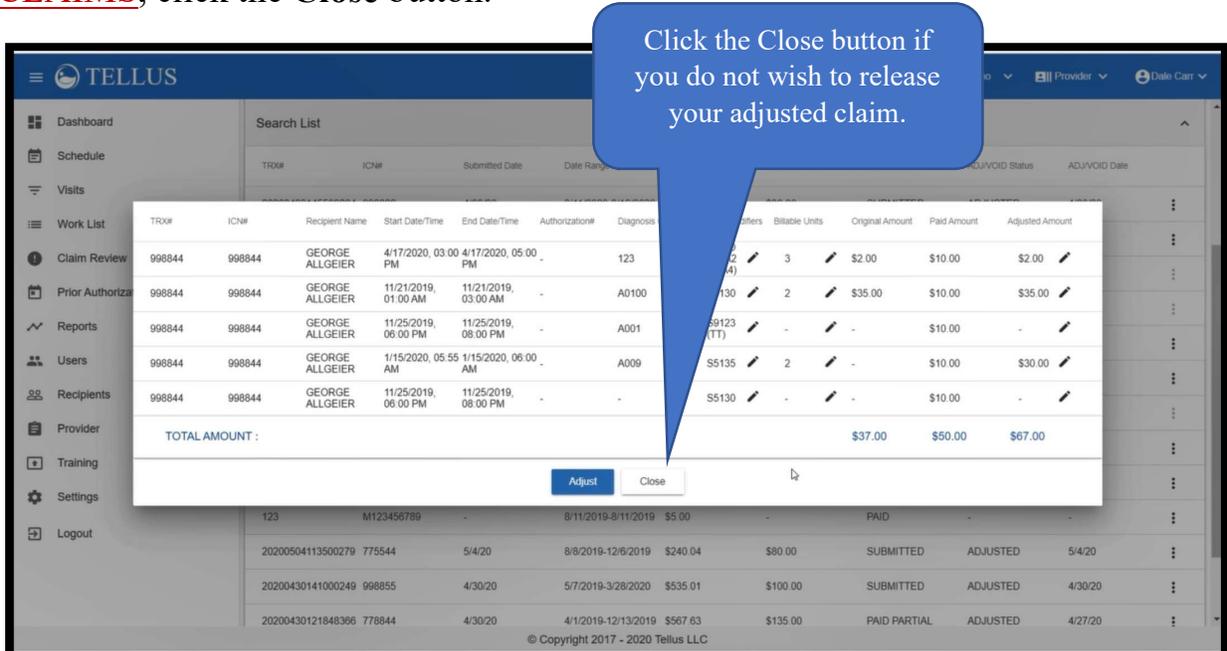
STEP NINETEEN: Don't forget to click the **Apply** button



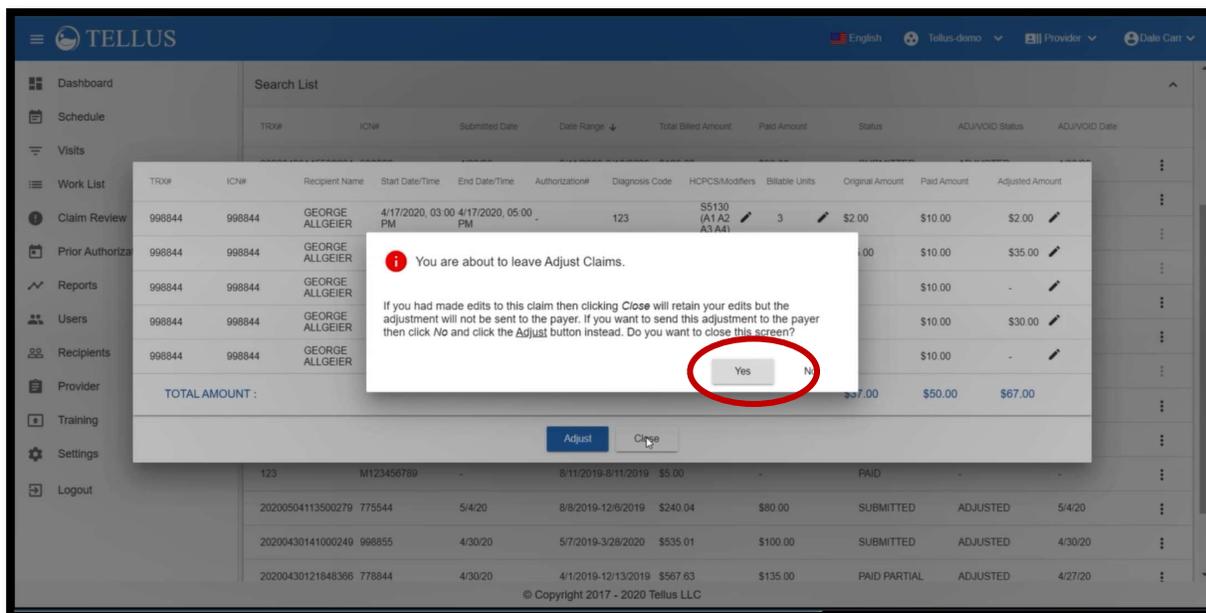
CHECK YOUR EDITS AND ADJUSTMENTS! In the Claims Adjustment pop-up window, you will be able to see what you have adjusted. Make sure it is accurate!



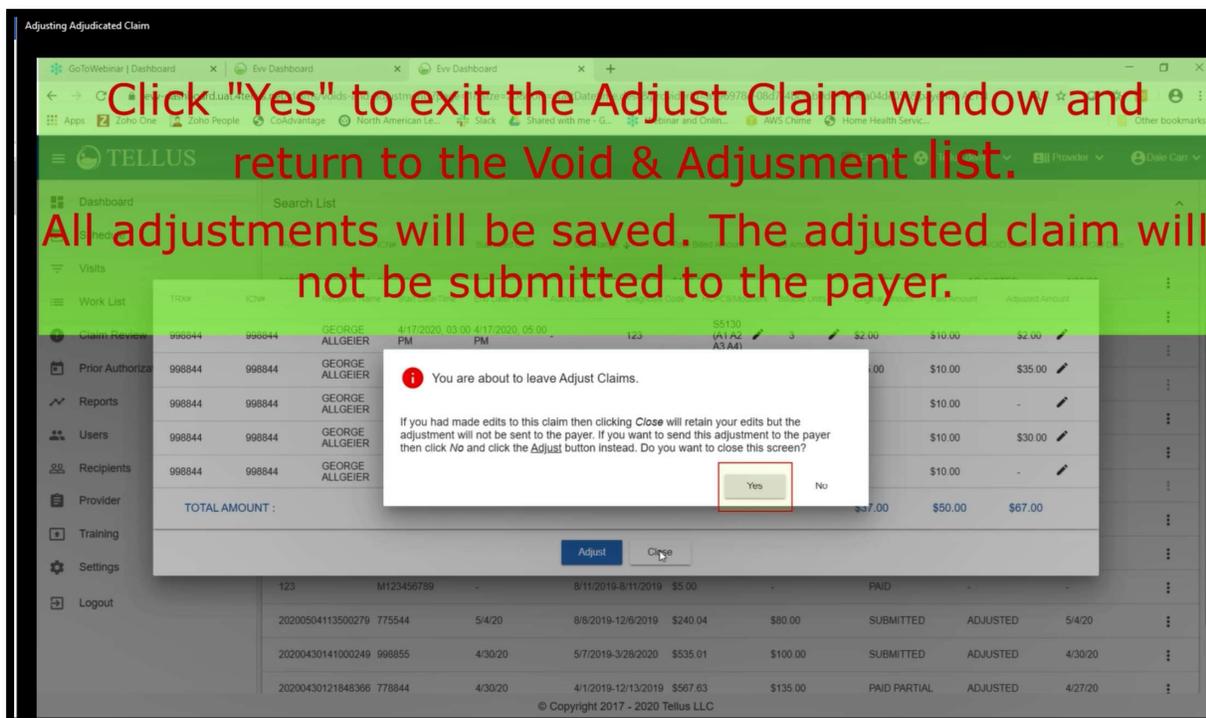
If you wish to save your adjustments **without RELEASING YOUR ADJUSTED CLAIMS**, click the **Close** button.



When you click the **Close** button, a pop-up warning message will inform you that you are about to leave the Claim Adjustment. If you agree, click **Yes**.



Once you click **Yes**, a message will display for you. Remember, if you click **Close**, your adjusted claim will **NOT** be submitted to the payer.



If you wish to return to the previous page, just click **No**.

The screenshot shows the 'Adjusting Adjudicated Claim' window. A red text overlay reads: "Click 'No' to return to the Adjust Claim window to make additional adjustment and/or to release the adjusted claim to the payer." A white dialog box is centered on the screen with the following text: "You are about to leave Adjust Claims. If you had made edits to this claim then clicking Close will retain your edits but the adjustment will not be sent to the payer. If you want to send this adjustment to the payer then click No and click the Adjust button instead. Do you want to close this screen?" The dialog box has 'Yes' and 'No' buttons. Below the dialog box, the 'Adjust' button is highlighted.

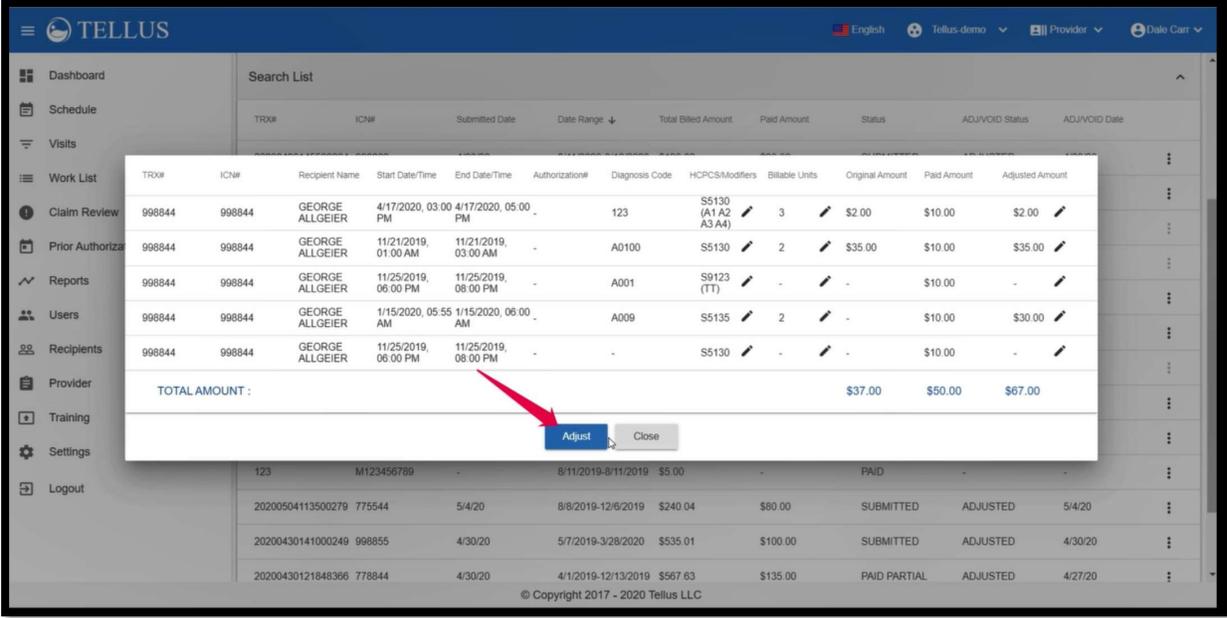
TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	\$10.00	-	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	2	\$10.00	\$30.00	\$30.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	\$10.00	-	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$67.00

After you click **No**, you will return to the Claim Adjustment window.

The screenshot shows the 'Claim Adjustment' window. The 'Adjust' button is highlighted. The table below shows the claim details.

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	\$10.00	-	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	2	\$10.00	\$30.00	\$30.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	\$10.00	-	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$67.00

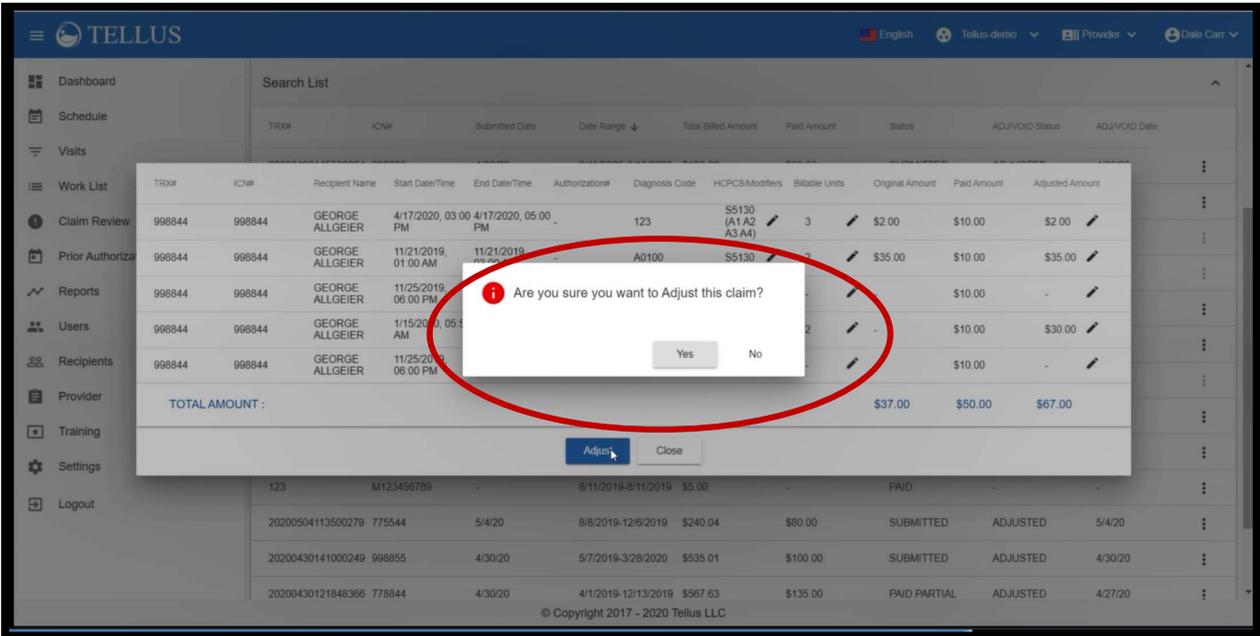
If you wish to release your adjusted claim to be submitted to the payer, click the **Adjust** button.



The screenshot shows the TELLUS interface with a search list of claims. A red arrow points to the 'Adjust' button at the bottom of the table. The table has the following columns: TRX#, ICN#, Recipient Name, Start Date/Time, End Date/Time, Authorization#, Diagnosis Code, HCPCS/Modifiers, Billable Units, Original Amount, Paid Amount, and Adjusted Amount.

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM		123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	2	-	\$10.00	\$30.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	-	\$10.00	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$67.00

Once you click the **Adjust** button, a confirmation dialogue box will pop-up



The screenshot shows the TELLUS interface with a search list of claims. A confirmation dialogue box is overlaid on the table, asking "Are you sure you want to Adjust this claim?" with "Yes" and "No" buttons. The dialogue box is circled in red.

TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM		123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 03:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	A001	S9123 (TT)	-	-	\$10.00	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:55 AM	1/15/2020, 06:00 AM	-	A009	S5135	2	-	\$10.00	\$30.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 08:00 PM	-	-	S5130	-	-	\$10.00	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$67.00

Click **Yes** to release the adjusted claim to be submitted to the payer.

The screenshot shows the TELLUS interface with a confirmation dialog box overlaid on a table of claims. The dialog box asks, "Are you sure you want to Adjust this claim?" and has "Yes" and "No" buttons. A red arrow points to the "Yes" button. Below the dialog box, there are "Adjust" and "Close" buttons. The table below shows a summary of claims with columns for TRX#, ICN#, Recipient Name, Start Date/Time, End Date/Time, Authorization#, Diagnosis Code, HCPCS/Modifiers, Billable Units, Original Amount, Paid Amount, and Adjusted Amount. A "TOTAL AMOUNT" row is also visible.

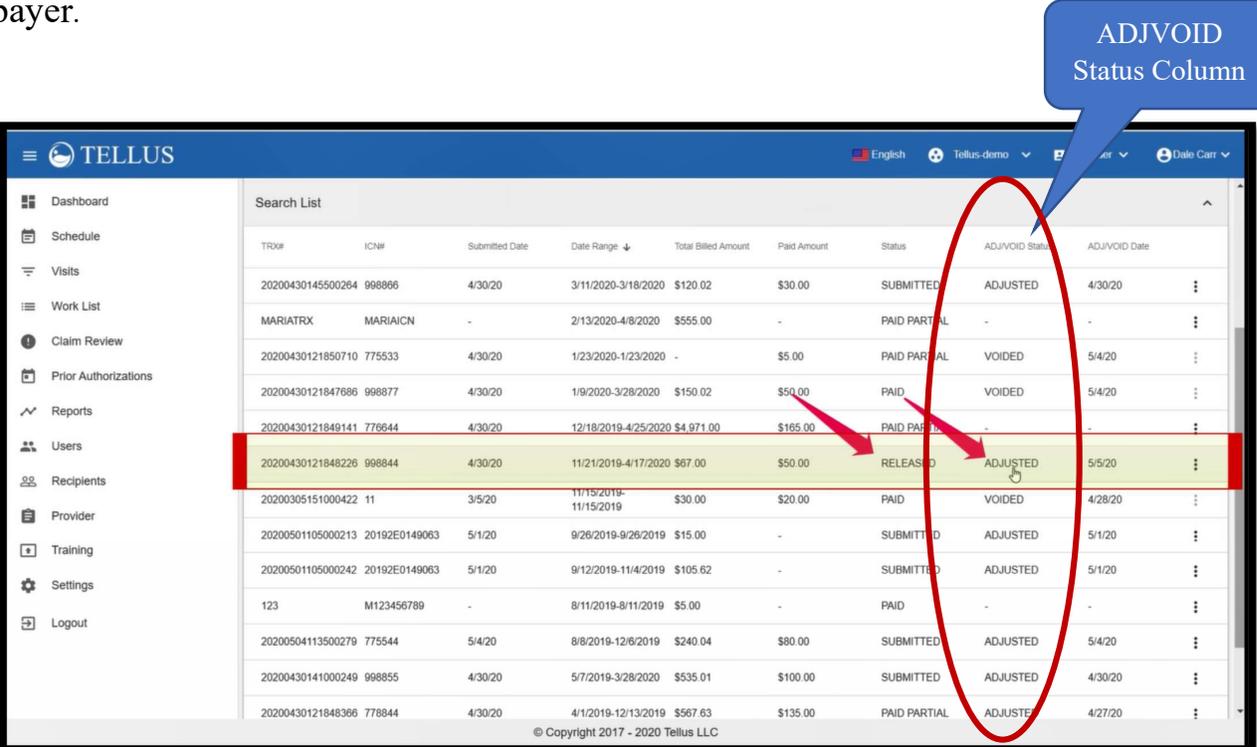
TRX#	ICN#	Recipient Name	Start Date/Time	End Date/Time	Authorization#	Diagnosis Code	HCPCS/Modifiers	Billable Units	Original Amount	Paid Amount	Adjusted Amount
998844	998844	GEORGE ALLGEIER	4/17/2020, 03:00 PM	4/17/2020, 05:00 PM	-	123	S5130 (A1 A2 A3 A4)	3	\$2.00	\$10.00	\$2.00
998844	998844	GEORGE ALLGEIER	11/21/2019, 01:00 AM	11/21/2019, 01:00 AM	-	A0100	S5130	2	\$35.00	\$10.00	\$35.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 06:00 PM	-	-	-	-	\$10.00	-	-
998844	998844	GEORGE ALLGEIER	1/15/2020, 05:00 AM	1/15/2020, 05:00 AM	-	-	-	-	\$10.00	-	\$30.00
998844	998844	GEORGE ALLGEIER	11/25/2019, 06:00 PM	11/25/2019, 06:00 PM	-	-	-	-	\$10.00	-	-
TOTAL AMOUNT :									\$37.00	\$50.00	\$67.00

You will notice a green confirmation message at the very bottom of the right side of the screen.

The screenshot shows the TELLUS interface with a confirmation message at the bottom right. The message says, "Your claim has been Adjusted." The table below shows a list of claims with columns for TRX#, ICN#, Submitted Date, Date Range, Total Billed Amount, Paid Amount, Status, ADJ/VOID Status, and ADJ/VOID Date. A green callout box points to the "ADJUSTED" status of a claim.

TRX#	ICN#	Submitted Date	Date Range	Total Billed Amount	Paid Amount	Status	ADJ/VOID Status	ADJ/VOID Date
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$67.00	\$50.00	RELEASED	ADJUSTED	-
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	-
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	-
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	-
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20

Locate the record you have adjusted and release the claim. The Adjust/Void column states the adjusted claim has been successfully adjusted and released to the payer.



The screenshot displays the TELLUS software interface. On the left is a navigation menu with options like Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider, Training, Settings, and Logout. The main area shows a 'Search List' table with the following columns: TRX#, ICN#, Submitted Date, Date Range, Total Billed Amount, Paid Amount, Status, ADJVOID Status, and ADJVOID Date. A red oval highlights the 'ADJVOID Status' column, with a blue callout bubble pointing to it containing the text 'ADJVOID Status Column'. A red arrow points to a row where the 'Status' is 'RELEASED' and the 'ADJVOID Status' is 'ADJUSTED'.

TRX#	ICN#	Submitted Date	Date Range	Total Billed Amount	Paid Amount	Status	ADJVOID Status	ADJVOID Date
20200430145500264	998866	4/30/20	3/11/2020-3/18/2020	\$120.02	\$30.00	SUBMITTED	ADJUSTED	4/30/20
MARIATRX	MARIAICN	-	2/13/2020-4/8/2020	\$555.00	-	PAID PARTIAL	-	-
20200430121850710	775533	4/30/20	1/23/2020-1/23/2020	-	\$5.00	PAID PARTIAL	VOIDED	5/4/20
20200430121847686	998877	4/30/20	1/9/2020-3/28/2020	\$150.02	\$50.00	PAID	VOIDED	5/4/20
20200430121849141	776644	4/30/20	12/18/2019-4/25/2020	\$4,971.00	\$165.00	PAID PARTIAL	-	-
20200430121848226	998844	4/30/20	11/21/2019-4/17/2020	\$67.00	\$50.00	RELEASED	ADJUSTED	5/5/20
20200305151000422	11	3/5/20	11/15/2019-11/15/2019	\$30.00	\$20.00	PAID	VOIDED	4/28/20
20200501105000213	20192E0149063	5/1/20	9/26/2019-9/26/2019	\$15.00	-	SUBMITTED	ADJUSTED	5/1/20
20200501105000242	20192E0149063	5/1/20	9/12/2019-11/4/2019	\$105.62	-	SUBMITTED	ADJUSTED	5/1/20
123	M123456789	-	8/11/2019-8/11/2019	\$5.00	-	PAID	-	-
20200504113500279	775544	5/4/20	8/8/2019-12/6/2019	\$240.04	\$80.00	SUBMITTED	ADJUSTED	5/4/20
20200430141000249	998855	4/30/20	5/7/2019-3/28/2020	\$535.01	\$100.00	SUBMITTED	ADJUSTED	4/30/20
20200430121848366	778844	4/30/20	4/1/2019-12/13/2019	\$567.63	\$135.00	PAID PARTIAL	ADJUSTED	4/27/20

You have successfully adjusted and released your claim for payment.