Assumption: Claim(s) have already been submitted/batched/printed and you find that it went under wrong Billing $/practice, etc. you need to rebill as follow:

1. Select patient from the Rolodex
2. Go to Transactions
3. In the Treatment, Treatments sub-tab, we are going to see what treatments were posted
   a. Select treatment items
   b. Right-click on line items and select “Unbatch claim”
      i. If you get a message that states that you cannot unbatch as the treatment was adjusted or payment allocated, say NO
      ii. Right-click, and select disbursement
      iii. Select line item(s) and then click on the “unallocated”* button and Close
   OR
      iv. If you get a message are you sure you want to unbatch claim, say YES
4. Click on Rebill Treatment
5. Verify in the next window, 1) Practice Address 2) Billing ID, 3) Facility, 4) Treatment Date, 5) Provider and 6) Clinic
6. Click on button Add Default

7. Click Close button
8. The Treatment line is now in Green
9. Select Treatment(s) and click Submit button
   a. Add notes in the next window if applicable and select Print

* the overnight process will allocate payments unallocated in step 3.b.iii