

# Delete Claim Adjustments

Last Modified on 04/10/2019 2:53 pm CDT

You may need to delete an adjustment you created in Adjust Provider Claims. The same rules as regular claims apply: If you have not submitted/paid the claim, you can delete the adjustment. If you have submitted/paid on the adjustment, follow the instructions in [Delete Submitted/Paid Claims](#) to remove the adjustment.

To delete an adjustment:

1. Click the **Claims** menu and select **Adjust Provider Claims**. The Adjust Claims window opens.
2. Click the **Select Provider** drop-down menu and select the affected provider. Claim adjustments that have not been submitted/paid display.
3. In the **Other Changes to This Record** section, click **Delete** next to the adjustment to remove.

The screenshot shows the 'Adjust Claims' window for provider Shelley Mary. It includes a table of adjustments for February 2019, categorized by Tier 1 and Tier 2. The 'Other changes to this claim record' section contains a table with a 'Delete' button highlighted in red next to a record from 04/10/2019.

	Tier 1				Tier 2				Total
	Month's Total	+	-	Result	Month's Total	+	-	Result	
Breakfast:	0			0	1			1	1
AM Snack:	0			0	0			0	0
Lunch:	0			0	1			1	1
PM Snack:	0			0	0			0	0
Dinner:	0			0	0			0	0
Evening Snack:	0			0	0			0	0
Attendance:	0			0	2			2	2
Participated:	0			0	1			1	1
Total Federal \$:	\$0.00			\$0.00	\$1.96			\$1.96	\$1.96

  

Date	User	Description	ADA:
04/10/2019 02:48 PM	II	Entered wrong count Att2=1,Fed\$=\$0.00	2

4. Click **Yes** at the Are You Sure prompt.