

# Resubmit Electronic Insurance Claims

- 1) If the patient's insurance carrier information **has not** changed since the claim was originally submitted then:
  - Go to the *"Forms Menu"*
  - Select the option *"ApexReSub"*
  - Enter the Account Number and the Date of service range you wish to resubmit
  - Have an *"X"* to the left of any account number entries you wish to resubmit  
You can just click on the field to place or remove the *"X"*
  - Use the buttons on the bottom of the screen in sequence to resubmit the claim, just like you would on the original electronic batch claims screen.
  - You can submit several different claims for different patients at one time, if you wish.

**APEX EDI**  
Electronic Claims  
Help

Print List of Numbers

Click to Enable Ledger Display

**Primary Claims**

P      01

Type of Claim    Form Num

<input checked="" type="checkbox"/> Edit out all Periods on Claim Forms? <input checked="" type="checkbox"/> Automatic Calculate Hospital Admit/Dischq Dates <input checked="" type="checkbox"/> Clear Empty Charge Lines <input checked="" type="checkbox"/> Fill in SOF if blank on Pat Record <input checked="" type="checkbox"/> List Charges in Posting Order <input checked="" type="checkbox"/> Auto Fill Box 19 Last CHG Comment	<input checked="" type="checkbox"/> Perform Simple Edits on Claims? <input checked="" type="checkbox"/> Separate Claims by POS? <input checked="" type="checkbox"/> Separate Claims by Doctor? <input checked="" type="checkbox"/> Policy # for Sec Info Box 9a <input checked="" style="background-color: red; color: white;" type="checkbox"/> Special Name Formatting Apex
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	Account	DOS 1	DOS 2		Account	DOS 1	DOS 2		Account	DOS 1	DOS 2
X	13404	08022021	08022021								
X	73671	08112021	08112021								
X	1899	10122021	10122021								

1 PreEdit

2 Create ECF File

3 Web Submit

4 Clear #'s

Save

View Raw Data

Cancel

Save/Exit

continued next page .....

- 2) If the patient's insurance carrier information **has** changed since the claim was originally submitted then you will need to temporarily reset their current insurance information as it was when the original claim was submitted.


**Reset Insurance Carrier Info to Original Info:**

- Open the Patient's Insurance screen
- Select the "Archives" button on the bottom of the screen
- Select "Restore Archive Information"
- Click on the Insurance line you wish to use to resubmit the claim
- Follow the on-screen prompts

Restore Archived Carrier Info

Historical List

Car Num	Carrier Name	Type Ins	Begin Date	End Date
01 0002	MEDICARE SERVICES	P	01012021	07312021
02 0011	HUMANA	P	04152013	12312013



**Resubmit the Claim(s):**

- Follow Step #1 on the first page to resubmit any claims

**Restore the current Insurance Carrier Info:**

- Open the Patient's Insurance screen
- Select the "Archives" button on the bottom of the screen
- Select "Restore Archive Information"
- Click on the Insurance line in the "Temporary Save List" area to reset the patient's insurance screen back to their current insurance

Restore Archived Carrier Info

Historical List

Car Num	Carrier Name	Type Ins	Begin Date	End Date
01 0002	MEDICARE SERVICES	P	01012021	07312021
02 0011	HUMANA	P	04152013	12312013

Temporary Save List

01 0013	MUTUAL OF OMAHA	009 P	Saved:11/04/2021	
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Click on Desired Entry in either list, to Restore Info

Exit

