

# Enter Claim Errors for Direct Entry Claims

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When recording disallowances for Direct Entry claims, the system automatically assigns a generic disallowance reason to the meal. Use the Manually Enter Claim Errors for Direct Entry Claims function to enter specific disallowance reasons. The available reasons you can apply are limited, because the claims processor applies most checks when you process your claims.

However, the disallowances you select while using this function disallow the entire meal, so all children in the specific age group (infant or non-infant) are disallowed as a result. These errors will show in the Office Error report, just as if they had been generated automatically (as is the case with KidKare claims).

Even though the name of this function specifically references Direct Entry Claims, you can use this function to apply very specific errors to scannable form claims where the specific food information isn't on the scannable form.

**Note:** You cannot use this function until after you have input underlying attendance data or validated any scannable forms. If you have already processed the related claim, you must re-process it after entering disallowance reasons, as the errors supplied here will not impact the claim until you do so. For more information, see [Direct Entry Claims](#).

To manually enter claim errors for direct entry claims:

1. Open the Manually Enter Claim Errors for Direct-Entry Claims window. You can access this window in two ways:
  - Click the **Claims** menu and select **Enter Claim Errors for Direct Entry Claims**. The window opens.
  - In the Record Full Attendance by Child/Meal window, click **Add Meal Claim Error**. The window opens and displays the information for the provider selected in the Record Full Attendance by Child/Meal window. Go to **Step 3**.
2. Click the **Select Provider** drop-down menu and select the provider.

Manually Enter Claim Errors for Direct-Entry Claims

Click for Day Select Help

Select Claim Month: December 2018

Select Provider: A # evizi, test 654321

Error is for:
  Non-Infants
  All Infants
  0-5 Months
  6-11 Months

Select Error: --Select--

Meals Available to Disallow for Selected Day

December 2018						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
						1
2	3 B	4 B	5 B	6 B	7 B	8
9	10 B	11 B	12 B	13 B	14 B	15
16	17 B	18 B	19 B	20 B	21 B	22
23	24 B	25 B	26 B	27 B	28 B	29
30	31 B					

Lower case meal letters in calendar means meal has been disallowed. Three dots on day means manual errors have been created for day. Double click on day to see errors. Meals disallowed without manually entered errors will not show in Meals Available to Disallow frame.

Close

3. Ensure the correct claim month is selected. To change it, click the **Select Claim Month** drop-down menu and select the claim month.
4. Click the day to disallow on the calendar. The meals available for disallowance for that day display.
5. In the **Error is For** section, select the age group to which to apply this error.
6. Click the **Select Error** drop-down menu and select the error you are applying.
7. In the **Meals Available to Disallow for Selected Day** section, click the meal to which to apply the error you selected. The Claim Error Save Successfully message displays. Click **OK**.

**Note:** You can also click **Disallow All Meals on Day** to disallow all meals on the selected day for the same reason you selected in **Step 5**.