

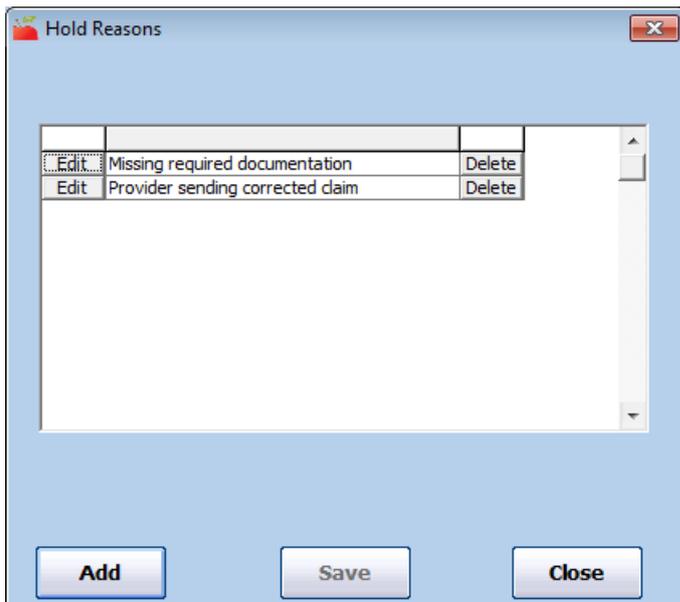
Add/Edit Claim Hold Reasons

Last Modified on 07/16/2020 9:46 am CDT

When you place a claim on hold, you can set a reason for the hold for your reference (if you have configured Minute Menu HX to use hold reasons).

Adding Claim Hold Reasons

1. Click the **Claims** menu and select **Edit Hold Reasons**. The Hold Reasons window opens.



2. Click **Add**. The Add Hold Submission Reason Code dialog box opens.



3. Click the text box and enter the hold reason.
4. Click **Save**.

Editing Claim Hold Reasons

1. In the Hold Reasons window, click **Edit** next to the reason to change. The Edit box displays.
2. Click the **Edit** box and enter new information over the existing information.

3. Click **Save**.

Deleting Claim Hold Reasons

1. In the Hold Reasons window, click Delete next to the reason to remove.
2. Click **Yes** at the Are You Sure prompt. The reason is deleted and a confirmation prompt displays.