

Deleting a file

If the file containing the claim has not been picked up for processing, you have the option of deleting the file. If you wish to delete the file, you will go into MBS, select the 'Upload Flat File' tab, and select 'Delete' next to the file that you wish to delete.

You will get a message asking, 'Are you sure you want to delete this file yes/no' and will be asked to enter the 10-digit file reference number. If you did not write this number down when you submitted the file originally, you can go out of the delete file screen and select 'view'. The 10-digit number to the far right of your file is the file reference number. Enter this number and select 'Delete'.

Line#	File Ref #	Invoice Date	Form	Medicaid #	Last Name	First Ini	Contract #	Service Date	Service Code	Units	Other Code	Other Amt.	Group	County	Usual Rate
1	2108200252	082021	2	999999999999	kkkkk	k	0020000	010103	apc	01		00	01	72	500

You also have the option of deleting a single line, or several lines, of a file without deleting the entire file.

Delete 1+

Go to 'Upload Flat File'.

Select 'Delete 1+' next to your file

BILLING SUBMISSIONS

- Single Claim Entry
- Upload Flat File**
- File Status
- County Board Use Only

REPORTS

ADMINISTRATION

MBS CLAIM FILE SUBMITTAL

Warning: Do not back out/void service dates that are 9/18/2020 or earlier. Service dates that are 9/18/2020 or earlier may not be resubmitted for payment.

Maximum size of each file: 2,000 KB or 2 MB
Files must begin with the letter... M
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .xlsx .csv .binary .dat

Select the File to Upload: No file chosen

File Name :

LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m00000008_20_202114_11_58.cfo	Delete	Delete 1+	View	Download

Select 'Delete' next to the line(s) you want to delete.

Single Line Delete

Current File: m00000008_20_202114_11_58.cfo

Delete	Line#	File Ref #	Invoice Date	Form	Medicaid #	Last Name	First Ini	Contract #	Service Date	Service Code	Units	Other Code	Other Amt.	Group	County	Usual Rate
Delete	1	2108200257	082021	2	0000000000000	harri	h	0000000	010121	apc	24		00	01	72	500
Delete	2	2108200257	082021	2	0000000000000	harri	h	0000000	010221	apc	48		00	01	72	500
Delete	3	2108200257	082021	2	0000000000000	harri	h	0000000	010321	apc	36		00	01	72	500

You will get a notice reminding you to click 'Process Deletion for Current Page Only' to finalize the deletion. Click 'OK'. Click 'Process Deletion For Current Page Only'.

If the file has already been picked up for processing, it **cannot** be deleted, and the claim(s) cannot be altered or not processed. You would need to either reverse the claim or create an adjustment to the claim.