How to Resubmit a HMR, RMMR or MedsCheck Claim in the 6CPA Registration and Claiming Portal

Process when **one or more services** have been declined within a **paid claim**

**STEP ONE**
After logging in to the 6CPA Registration and Claiming Portal using your unique username and password click on the ‘YOUR CLAIMS’ tab (highlighted in yellow below) to access the ability to resubmit a claim.

**STEP TWO**
To resubmit a claim click on ‘Resubmit’

**NOTE:** The ‘Resubmit’ option will only be available for 30 days from the ‘Completion date’ of the claim.
STEP THREE

The Resubmission page will appear. Details will be prepopulated from the related claim.

Amend the claim details under ‘Declined Items’ as indicated by the declined reason.

Once details are amended click ‘NEXT’
STEP FOUR
Click ‘SUBMIT’ on this page. **No documents are required to be uploaded.**
STEP ONE

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STEP THREE

The Resubmission page will appear. Details will be prepopulated from the related claim.

Scroll down and click ‘NEXT’
**STEP FOUR**

Amend the copy of the claim template you originally submitted, addressing the reason the claim was declined.

**Please note:** you are not able to download the claim template you originally submitted in the 6CPA Portal. You will need to amend your separately saved copy.

Upload the amended claim template.

Once claim template is uploaded, click ‘SUBMIT’