

# 2024 Indian Health Service Partnership Conference

ERA Posting (Posting Electronically) -  
Current Issues and Best Practices

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THEREA CRANK - IT SPECIALIST

PHOENIX AREA OFFICE-FINANCE-AR

AUGUST 13, 2024



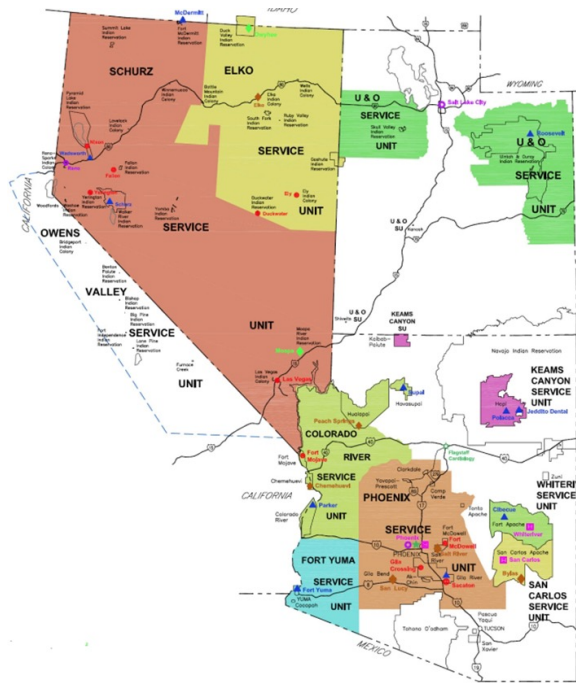
# Introduction and Disclaimer

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- This session will go over the basics of the HIPAA 835 ERA posting and how to process and post in RPMS. The session will cover the process as well as discuss current issues that may prevent the efficient use of the ERA posting functions.
- The claim data displayed was edited so there is no actual patient data.
- The information in this presentation is meant for guidance. Please follow your policies and procedures and seek assistance when needed.



# Phoenix Area Healthcare Facilities & Youth Wellness Centers



Colorado River Service Unit  
◦ (Parker, Peach, Moapa)

Elko Service Unit

Fort Yuma Service Unit

Hopi Health Care Center

Phoenix Indian Medical Center

Uintah-Ouray Service Unit

Whiteriver Service Unit

Desert Visions YWC

Nevada Skies YWC

# Phoenix Area Office - Centralized

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- Daily Batching
  - EDI & Lockbox
  - PNC Bank reports & 835 downloads
- RPMS Posting
  - Payments and Non-payments
  - Manual posting/Electronic posting
  - Except Phoenix Indian Medical Center
- TPB-AR Exports
  - RPMS>HUB>UFMS>Allowance Reconciliation
  - Except Phoenix Indian Medical Center



# Phoenix Area Office - Centralized

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- One or Two AR Staff Member assigned a Service Unit
- Phoenix Area AR Staff
  - 2—A/R Supervisors
  - 1—A/R IT Specialist
  - 8—A/R Technicians



# IHS AR Dashboard FY23 Year End

- At the end of FY23 Phoenix Area Collected \$338,504,812.01
- Phoenix Area collected the second highest revenue after Navajo Area
- With the amount of Revenue coming in we have to find new ways to process payments with limited staff.
- Every year we set new revenue goals to meet

		IHS AR Dashboard As Of September 30, 2023				
		40	45	50	54	
#	Data Elements	Phoenix	Great Plains	Oklahoma City	Navajo	TOTAL
	<b>Collected Amounts</b>					
11	Collected Amount - Other (YTD)	\$823,626.99	\$343,440.81	\$300,519.01	\$1,561,196.85	\$3,628,796.89
12	Collected Amount - Medicare (YTD)	\$52,145,838.10	\$29,754,826.11	\$37,363,080.82	\$103,222,115.44	\$271,496,768.76
13	Collected Amount - Medicaid (YTD)	\$208,367,558.97	\$125,782,935.54	\$114,963,937.54	\$425,542,801.30	\$1,199,127,329.83
14	Collected Amount - PI (YTD)	\$75,956,654.75	\$28,077,026.55	\$37,708,809.07	\$36,502,985.54	\$227,649,680.89
15	Collected Amount - VA (YTD)	\$1,191,133.20	\$1,695,169.54	\$1,444,411.01	\$1,396,690.26	\$7,121,041.05
	<b>TOTAL YTD Collected Amounts</b>	<b>\$338,504,812.01</b>	<b>\$185,653,398.55</b>	<b>\$191,800,757.45</b>	<b>\$568,225,789.39</b>	<b>\$1,709,025,616.42</b>
16	FY00 Collected Amount - Other (PTD)	\$39,052.87	\$236,653.61	\$0.00	\$15,311.50	\$326,972.98
17	FY00 Collected Amount - Medicare (PTD)	\$1,584.88	\$436.00	\$321.22	\$7,446.89	\$45,068.53
18	FY00 Collected Amount - Medicaid (PTD)	\$197,360.54	\$479.00	\$0.00	\$10,663.17	\$231,741.69
19	FY00 Collected Amount - PI (PTD)	\$128,298.72	\$5,159.47	\$9,690.56	\$35,998.10	\$193,891.12
20	FY00 Collected Amount - VA (PTD)	\$633.25	\$0.00	\$604.73	\$216.78	\$10,837.36
	<b>FY 00 Collected Amount TOTAL (PTD)</b>	<b>\$366,930.24</b>	<b>\$242,728.08</b>	<b>\$10,616.51</b>	<b>\$69,636.44</b>	<b>\$808,511.68</b>
21	FY23 Collected Amount - Other (PTD)	\$103,662.48	\$42,779.99	\$27,342.00	\$475,359.62	\$614,762.41
22	FY23 Collected Amount - Medicare (PTD)	\$6,649,117.96	\$1,813,279.63	\$2,410,675.87	\$9,363,670.58	\$24,053,230.88
23	FY23 Collected Amount - Medicaid (PTD)	\$17,901,101.78	\$8,720,593.17	\$7,520,782.01	\$26,831,353.72	\$87,036,142.60
24	FY23 Collected Amount - PI (PTD)	\$9,139,890.23	\$1,880,166.58	\$2,839,208.07	\$3,014,725.37	\$21,358,696.56
25	FY23 Collected Amount - VA (PTD)	\$85,482.42	\$105,253.21	\$89,112.63	\$100,465.63	\$547,752.23
	<b>FY 23 Collected Amount TOTAL (PTD)</b>	<b>\$33,879,254.85</b>	<b>\$12,562,072.58</b>	<b>\$12,867,120.58</b>	<b>\$41,785,574.92</b>	<b>\$133,812,594.68</b>
	<b>TOTAL FY23 &amp; FY00 PTD Collected Amount</b>	<b>\$34,246,185.09</b>	<b>\$12,804,800.66</b>	<b>\$12,897,737.09</b>	<b>\$41,856,211.36</b>	<b>\$134,621,096.36</b>



# Treasury Deposit/Batch Statistical Report (AR>RPT>BRM>TBSL)



## FY24 OPEN BALANCE LOG

A	B	C	D	E	F	G	H	J	K	L	M	P	Q	R	S	T	U
FY	Q	Batch_Dat	TDN_IP#	Lox	Collection Po	Collection Batch	Iter	Item Total	Collection	Unallocat	Unallocat	Balance	Payor	Check#	Payor Typ	Tran	File
FY2024	Q3	6/28/2024	760950	WR	FY24 MCAID	WR: FY24 MCAID-06/28/2024-1	1	41.92	41.92	0.00	0.00	0.00	CARE 1ST HEALTH	25077	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 MCAID	WR: FY24 MCAID-06/28/2024-1	2	127.40	127.40	0.00	0.00	0.00	CARE 1ST HEALTH	25078	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 OTHER	WR: FY24 OTHER-06/28/2024-1	1	671.00	671.00	0.00	0.00	0.00	AMERIND RISK	70009639	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-1	1	865.71	865.71	0.00	0.00	0.00	SS AND C	007071892	LOCKBOX	1	wr.argusp.20240620
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-1	2	1,909.49	1,909.49	0.00	0.00	0.00	SS AND C	007071893	LOCKBOX	24	wr.argusp.20240620
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	1	83.58	83.58	0.00	0.00	0.00	AMERIBEN	1000065848	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	2	179.61	179.61	0.00	0.00	0.00	ANTHEM BLUECROSS	2340608	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	3	569.80	569.80	0.00	0.00	0.00	BCBS OF ARIZONA	14478070	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	4	622.00	622.00	0.00	0.00	0.00	CIGNA	181338450	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	5	533.60	533.60	0.00	0.00	0.00	HUMANA	2866369	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	6	95.89	95.89	0.00	0.00	0.00	HUMANA	2866370	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	760950	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-2	7	153.00	153.00	0.00	0.00	0.00	PRESBYTERIAN	1321246878	LOCKBOX		NO FILE
FY2024	Q3	6/28/2024	766849	WR	FY24 MCAID	WR: FY24 MCAID-06/28/2024-2	1	35,478.76	35,478.76	0.00	0.00	0.00	AHCCCS	2024062636535	EDI	63	wr.azmed.20240628
FY2024	Q3	6/28/2024	766849	WR	FY24 MCAID	WR: FY24 MCAID-06/28/2024-2	2	825,718.35	825,718.35	0.00	0.00	0.00	AHCCCS	2024062636534	EDI	1175	wr.azmed.20240628
FY2024	Q3	6/28/2024	766849	WR	FY24 MCAID	WR: FY24 MCAID-06/28/2024-2	3	53,216.19	53,216.19	0.00	0.00	0.00	AHCCCS	2024062636534	EDI	139	wr.azmed.20240628
FY2024	Q3	6/28/2024	766849	WR	FY24 MCR B	WR: FY24 MCR B-06/28/2024-1	1	54.19	54.19	0.00	0.00	0.00	NOVITAS SOLUTION	816258532	EDI	1	wr.medicare.20240627
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-3	1	16.44	16.44	0.00	0.00	0.00	MEDICARE-DUAL	04150135	EDI	4	wr.medco.20240627
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-3	2	13,708.51	13,708.51	0.00	0.00	0.00	OPTUMRX	1210002434805	EDI	80	wr.catam.20240604
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-3	3	140,551.48	140,551.48	0.00	0.00	0.00	OPTUMRX	1210002434805	EDI	739	wr.catam.20240604
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-3	4	2,326.72	2,326.72	0.00	0.00	0.00	OPTUMRX	1210002435024	EDI	76	wr.catam.20240620
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-3	5	15.94	15.94	0.00	0.00	0.00	TRICARE	03142547	EDI	3	wr.medco.20240627
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-4	1	651.37	651.37	0.00	0.00	0.00	AETNA AS01	8241770002144	EDI	12	wr.aet.20240626
FY2024	Q3	6/28/2024	766849	WR	FY24 PVT	WR: FY24 PVT-06/28/2024-4	2	297.50	297.50	0.00	0.00	0.00	UNITEDHEALTHCARE	TZ85507648	EDI	1	wr.uhc.20240626.1



# DAILY OKAY TO POST (EDI & LOCKBOX)



Phoenix	Transactions For : All Sites			As of Date(s) Between: 6/28/2024 And 6/28/2024							
AsOfDat	AcctNl	TDF	Location	Payor	Trace/Chk#	PayorType	Deposit	Amount	Batch Name	Item	835
6/28/2024	1001147447	766840	Fort Duchesne	EXPRESS SCRIPTS	007605081	POS	\$1,863.81		FY24 PVT-06/28/2024-1	1	ftd duch.medcop.20240624
6/28/2024	1001147447	766840	Fort Duchesne	OPTUMRX INC	121000243504055	POS	\$7,096.60		FY24 PVT-06/28/2024-1	2	ftd duch.catam.20240620
6/28/2024	1001147447	766840	Fort Duchesne	TRICARE-ONLY	03144288	POS	\$198.67		FY24 PVT-06/28/2024-1	3	ftd duch.medcop.20240627
Total for Payor Type:								\$9,159.08			
6/28/2024	1001147447	766838	Fort Yuma	MEDICARE-DUAL	04150137	POS	\$62.36		FY24 PVT-06/28/2024-3	1	yuma.medco.20240627
6/28/2024	1001147447	766838	Fort Yuma	OPTUMRX	121000243480569	POS	\$25,805.10		FY24 PVT-06/28/2024-3	2	yuma.catam.20240604
6/28/2024	1001147447	766838	Fort Yuma	OPTUMRX INC	121000243502421	POS	\$402.93		FY24 PVT-06/28/2024-3	3	yuma.catam.20240620
6/28/2024	1001147447	766838	Fort Yuma	TRICARE-ONLY	03142548	POS	\$47.62		FY24 PVT-06/28/2024-3	4	yuma.medco.20240627
Total for Payor Type:								\$26,318.01			
6/28/2024	1001147447	766838	Fort Yuma	AETNA AS01	882417601042650	Private Insurance	\$33.30		FY24 PVT-06/28/2024-4	1	NO 835
6/28/2024	1001147447	766838	Fort Yuma	UNITEDHEALTHCARE	R2139677	Private Insurance	\$165.75		FY24 PVT-06/28/2024-4	2	yuma.uhc.20240626a
Total for Payor Type:								\$199.05			
6/28/2024	1001147447	766842	Hopi Health Center	AHCCCS PROGRAMMA	202406263653419	Medicaid	\$159,959.66		FY24 MCAID-06/28/2024-1	1	AHCCCS
6/28/2024	1001147447	766842	Hopi Health Center	AHCCCS PROGRAMMA	202406263653554	Medicaid	\$10,066.00		FY24 MCAID-06/28/2024-1	2	AHCCCS
Total for Payor Type:								\$170,025.66			
6/28/2024	1001147447	766842	Hopi Health Center	OPTUMRX	121000243480658	POS	\$50,083.61		FY24 PVT-06/28/2024-3	1	hopi.catam.20240604
6/28/2024	1001147447	766842	Hopi Health Center	OPTUMRX INC	121000243502411	POS	\$7,922.30		FY24 PVT-06/28/2024-3	2	NO 835
6/28/2024	1001147447	766842	Hopi Health Center	VAH - SXCA2	021000020162319	POS	\$736.36		FY24 PVT-06/28/2024-3	3	hopi.catam.20240617
Total for Payor Type:								\$58,742.26			
6/28/2024	1001147447	766842	Hopi Health Center	AETNA AS01	824177000323665	Private Insurance	\$34.90		FY24 PVT-06/28/2024-4	1	hopi.aet.20240626.1
6/28/2024	1001147447	766842	Hopi Health Center	UNITEDHEALTHCARE	TZ85504012	Private Insurance	\$253.88		FY24 PVT-06/28/2024-4	2	hopi.uhc.20240626.1





# Posting Productivity Report (AR>RPT > FRM > PPR)

Report is used to provide user posting activity. Users are free to run this report for their own posting activity but are restricted from selecting the A/R Technician parameter and running the report for other users unless the following security key has been assigned: BARZ EMP PROD RPT.

This report was ran Whiteriver Service Unit the second largest Service Unit in the Phoenix Area.

Transactions = Per Adjustment

- All posting staff
- Date Range January 01, 2024 – June 30, 2024
- VALIDATOR (delimited HFS file)

Shows the count difference in ERA and Manual posting transaction.

ERA posting doubles the amount of manual posting and the revenue is five times more

A/R Technician	Months	ERA		Manual Posting		Total Sum of Transaction Amount	Total Count of Transaction IEN
		Sum of Transaction Amount	Count of Transaction IEN	Sum of Transaction Amount	Count of Transaction IEN		
ONE, POSTER	Jan	\$6,545,153.74	49,684	\$1,169,839.02	9,255	\$7,714,992.76	58,939
	Feb	\$6,922,830.49	47,668	\$914,651.35	7,379	\$7,837,481.84	55,047
	Mar	\$6,392,001.02	27,521	\$1,651,984.34	10,443	\$8,043,985.36	37,964
	Apr	\$8,028,357.75	23,603	\$874,905.57	14,657	\$8,903,263.32	38,260
	May	\$5,858,787.45	27,123	\$1,326,175.04	9,804	\$7,184,962.49	36,927
	Jun	\$6,101,694.56	41,621	\$1,367,075.72	14,449	\$7,468,770.28	56,070
<b>ONE, POSTER Total</b>		<b>\$39,848,825.01</b>	<b>217,220</b>	<b>\$7,304,631.04</b>	<b>65,987</b>	<b>\$47,153,456.05</b>	<b>283,207</b>
THREE, POSTER	Jan			\$168,758.31	322	\$168,758.31	322
	Mar			\$89,885.11	350	\$89,885.11	350
	Apr			\$133,241.22	559	\$133,241.22	559
	May	\$8,299.00	125	\$97,815.66	878	\$106,114.66	1,003
	Jun			\$115,857.84	4,015	\$115,857.84	4,015
<b>THREE, POSTER Total</b>		<b>\$8,299.00</b>	<b>125</b>	<b>\$605,558.14</b>	<b>6,124</b>	<b>\$613,857.14</b>	<b>6,249</b>
TWO, POSTER	Jan	\$45,376.79	4,612	\$121,963.13	1,532	\$167,339.92	6,144
	Feb	\$108,310.66	6,941	\$213,111.83	1,337	\$321,422.49	8,278
	Mar	\$49,287.32	4,899	\$188,010.07	1,973	\$237,297.39	6,872
	Apr	\$98,578.00	146	\$345,437.58	1,957	\$444,015.58	2,103
	May	\$139,898.43	6,872	\$177,882.20	1,730	\$317,780.63	8,602
	Jun	\$228,649.44	5,174	\$125,085.15	1,923	\$353,734.59	7,097
<b>TWO, POSTER Total</b>		<b>\$670,100.64</b>	<b>28,644</b>	<b>\$1,171,489.96</b>	<b>10,452</b>	<b>\$1,841,590.60</b>	<b>39,096</b>
<b>Grand Total</b>		<b>\$40,527,224.65</b>	<b>245,989</b>	<b>\$9,081,679.14</b>	<b>82,563</b>	<b>\$49,608,903.79</b>	<b>328,552</b>

# FY24 OPEN BALANCE REPORT

Top 20 Payers by Deposits from both EDI and Lockbox

12 of the 20 are set up for 835 files

Transactions = Per Claim

- TBSL Report ran for Whiteriver Service Unit and combined with Phoenix Area Daily Deposit Reconciliation Report and the FY24\_PAO\_835 LOG
- Date range Jan 2024 to Jun 2024
- Having payors set up for EFT and ERA helps us process payment faster

BATCHED JAN 2024 – JUN 2024 Payor	EDI			LOCKBOX			Total Sum Deposit Total	Total Sum of Trans	Total # of Checks
	Deposit Total	835 file Sum of Trans	# of Checks	Deposit Total	835 file Sum of Trans	# of Checks			
GEHA				\$168,394.17	1,279	4751	\$168,394.17	1,279	4751
BCBS OF ARIZONA	\$625,244.24	1,499	727	\$6,474.23		41	\$631,718.47	1,499	768
HUMANA				\$285,951.29		709	\$285,951.29		709
OPTUMRX	\$15,909,664.13	130,142	398				\$15,909,664.13	130,142	398
WPS-TMEP CONTRAC	\$7,652.44	80	301				\$7,652.44	80	301
TRICARE	\$391.88	32	26	\$10,659.44	98	269	\$11,051.32	130	295
NOVITAS SOLUTION	\$3,572,895.82	8,822	247				\$3,572,895.82	8,822	247
UNITEDHEALTHCARE	\$14,894.53	148	240				\$14,894.53	148	240
HEALTH CHOICE-MCR				\$1,089.76		191	\$1,089.76		191
AHCCCS PROGRAMMA	\$27,967,814.20	47,027	165				\$27,967,814.20	47,027	165
AETNA ASD1	\$113,736.71	413	126				\$113,736.71	413	126
BLUECROSS BLUESHIELD AZ				\$9,326.89		124	\$9,326.89		124
HNB - ECHO	\$114,059.75	1,055	122				\$114,059.75	1,055	122
SRPAJ AND PD IMPREST FUN				\$1,719.99		93	\$1,719.99		93
SS AND C				\$160,497.43	2,015	85	\$160,497.43	2,015	85
UNITED FOOD AND COMMERC				\$4,538.73		81	\$4,538.73		81
MEDIMPACT HEALTHCARE SYS				\$2,824.77		78	\$2,824.77		78
UFCW AND EMPLOYERS AZ HE				\$2,318.94		78	\$2,318.94		78
UHC COMMUNITY PL	\$4,688.22	65	78				\$4,688.22	65	78
BCBS ARIZONA				\$12,466.58		71	\$12,466.58		71
<b>Grand Total</b>	<b>\$50,337,143.03</b>	<b>212,879</b>	<b>2652</b>	<b>\$786,717.97</b>	<b>3,448</b>	<b>7347</b>	<b>\$51,123,861.00</b>	<b>216,327</b>	<b>9999</b>



# Obtaining an ERA file

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- Phoenix Area uses PNC Bank On boarder
  - Steve Tresky, Assistant Vice President, Healthcare Project Manager
  - You can request a Lockbox analysis
- Must be a secure method due to PHI in an ERA file
  - Optum Health
  - PaySpan
  - Instamed
- Files are downloaded from PNC Bank Daily
  - Always a good practice to log your files



# What is an ERA file?

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- Electronic Remittance Advice
- Health Care Claim Payment/Advice
- Remittance advice is received from payer in the form of an electronic file
- Replaces the traditional paper EOB/remittance advice
- RPMS automatically posts the payments and adjustments contained in the ERA file after the user goes through a brief series of menu options in the ERA Posting menu



# PNC BANK



- PNC administrator has to grant you access to FILE GATEWAY
- We receive downloads 4 times a day.
  - 7am , 11 am, 1pm and 3pm
- Save files to Phoenix Area Network folder PNC DOWNLOADS FOLDER and logged on the FY24 PAO 835 LOG
- Verify count and send out 835s Received email

The screenshot shows the PNC Enterprise File Transfer interface. The 'FILE GATEWAY' menu item is circled in red. Below the navigation bar, there is a notification: 'You have 1 Alert and 2 Notifications in the Message Center'. The main heading is 'PNC Enterprise File Transfer'. Below this, there are tabs for 'File Activity', 'Upload Files', 'Download Files' (circled in red), and 'Reports'. Under the 'Download Files' tab, there is a section titled 'Download a file' with the instruction 'Filter your mailbox by using the column input fields'. Below this is a table with columns for 'Received', 'File Name', and 'Mailbox'.

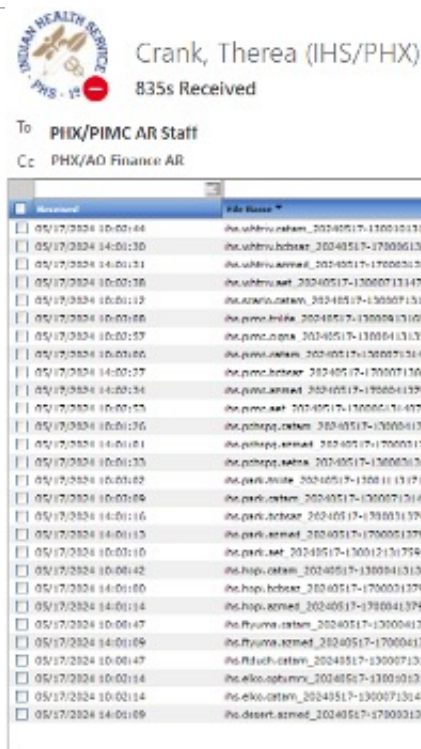
Received	File Name	Mailbox
<input type="checkbox"/> 08/05/2024 10:03:52	ihs.whtriv.uhc_20240805-130013959129	/outbound
<input type="checkbox"/> 08/05/2024 10:03:53	ihs.whtriv.echo_20240805-130016959251	/outbound
<input type="checkbox"/> 08/05/2024 10:03:57	ihs.whtriv.catam_20240805-130010958947	/outbound
<input type="checkbox"/> 08/05/2024 10:03:43	ihs.whtriv.bcbsaz_20240805-130006958745	/outbound
<input type="checkbox"/> 08/05/2024 10:03:43	ihs.whtriv.aet_20240805-130004958638	/outbound



# 835s Received

After 835 files have been downloaded from PNC and onto the Phoenix Area PNCDOWNLOAD folder, we verify the count and save PIMCs 835 files to there Shared EOB Folder.

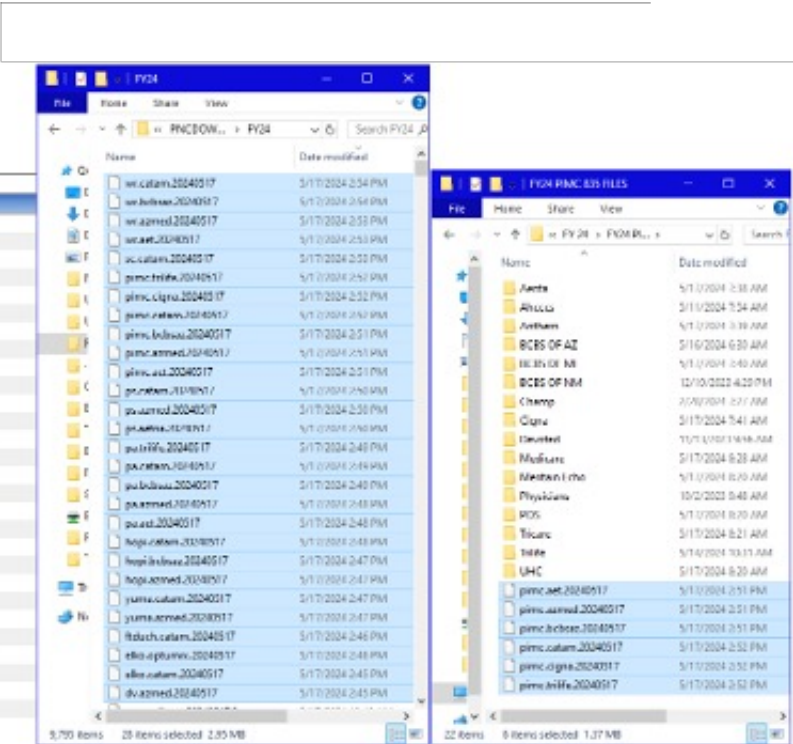
Screen Shots are taken and emailed to Phoenix Area Staff and PIMC AR Staff that new files have been downloaded.



**INDIAN HEALTH SERVICE**  
Crank, Thera (IHS/PHX)  
835s Received

To: PIMC/PIMC AR Staff  
Cc: PHX/AO Finance AR

Received	File Name
05/17/2024 10:00:48	the.uhhnu.ctatam_20240517-13001310075
05/17/2024 10:01:30	the.uhhnu.cbctax_20240517-170036138001
05/17/2024 10:01:31	the.uhhnu.armed_20240517-170055127802
05/17/2024 10:00:38	the.uhhnu.net_20240517-130007131470
05/17/2024 10:01:13	the.uhhnu.ctatam_20240517-130007131470
05/17/2024 10:00:08	the.pimc.brkba_20240517-130008131008
05/17/2024 10:00:57	the.pimc.dgna_20240517-130004131353
05/17/2024 10:00:06	the.pimc.ctatam_20240517-130007131470
05/17/2024 10:00:37	the.pimc.cbctax_20240517-130017130017
05/17/2024 10:00:34	the.pimc.armed_20240517-130004131353
05/17/2024 10:00:55	the.pimc.net_20240517-130007131470
05/17/2024 10:01:36	the.pchpp.ctatam_20240517-130004131353
05/17/2024 10:01:01	the.pchpp.armed_20240517-130005137887
05/17/2024 10:01:33	the.pchpp.netba_20240517-130005131353
05/17/2024 10:00:02	the.pchp.wtite_20240517-130011131713
05/17/2024 10:00:09	the.pchp.ctatam_20240517-130007131470
05/17/2024 10:01:16	the.pchp.cbctax_20240517-130013137425
05/17/2024 10:01:13	the.pchp.armed_20240517-170005137872
05/17/2024 10:00:10	the.pchp.net_20240517-130012131714
05/17/2024 10:00:42	the.hopi.ctatam_20240517-130004131353
05/17/2024 10:01:00	the.hopi.cbctax_20240517-170003137824
05/17/2024 10:01:14	the.hopi.armed_20240517-178004137855
05/17/2024 10:00:47	the.flyuna.ctatam_20240517-130004131348
05/17/2024 10:00:49	the.flyuna.armed_20240517-170004137850
05/17/2024 10:00:47	the.fldsch.ctatam_20240517-130007131482
05/17/2024 10:00:14	the.eko.optmrx_20240517-130010131667
05/17/2024 10:00:14	the.eko.ctatam_20240517-130007131474
05/17/2024 10:00:09	the.deert.armed_20240517-170003137823



File Explorer - PNCDOWNLOAD

Name	Date modified
we.ctatam.20240517	5/17/2024 2:54 PM
we.cbctax.20240517	5/17/2024 2:54 PM
we.armed.20240517	5/17/2024 2:52 PM
we.net.20240517	5/17/2024 2:53 PM
we.ctatam.20240517	5/17/2024 2:52 PM
pimc.brkba.20240517	5/17/2024 2:52 PM
pimc.dgna.20240517	5/17/2024 2:52 PM
pimc.ctatam.20240517	5/17/2024 2:51 PM
pimc.cbctax.20240517	5/17/2024 2:51 PM
pimc.net.20240517	5/17/2024 2:51 PM
pimc.armed.20240517	5/17/2024 2:51 PM
pimc.net.20240517	5/17/2024 2:51 PM
pimc.ctatam.20240517	5/17/2024 2:50 PM
pimc.cbctax.20240517	5/17/2024 2:50 PM
pimc.net.20240517	5/17/2024 2:50 PM
pimc.armed.20240517	5/17/2024 2:49 PM
pimc.net.20240517	5/17/2024 2:49 PM
pimc.ctatam.20240517	5/17/2024 2:48 PM
pimc.cbctax.20240517	5/17/2024 2:48 PM
pimc.net.20240517	5/17/2024 2:48 PM
pimc.armed.20240517	5/17/2024 2:48 PM
hopi.ctatam.20240517	5/17/2024 2:48 PM
hopi.cbctax.20240517	5/17/2024 2:47 PM
hopi.armed.20240517	5/17/2024 2:47 PM
hopi.net.20240517	5/17/2024 2:47 PM
flyuna.ctatam.20240517	5/17/2024 2:46 PM
flyuna.armed.20240517	5/17/2024 2:46 PM
flyuna.net.20240517	5/17/2024 2:46 PM
flyuna.cbctax.20240517	5/17/2024 2:46 PM
eko.optmrx.20240517	5/17/2024 2:45 PM
eko.ctatam.20240517	5/17/2024 2:45 PM
deert.armed.20240517	5/17/2024 2:45 PM

File Explorer - PIMC AR 835 FILES

Name	Date modified
Arms	5/17/2024 2:38 AM
AllLocs	5/17/2024 2:54 AM
Arham	5/17/2024 2:38 AM
BCBS OF AZ	5/16/2024 6:30 AM
BCBS OF MI	5/17/2024 6:40 AM
BCBS OF NM	12/10/2023 4:20 PM
Champ	5/16/2024 2:57 AM
Clara	5/17/2024 7:41 AM
Clarenet	7/17/2023 1:04 AM
Medicare	5/17/2024 6:28 AM
Medicaid	5/17/2024 6:29 AM
Physicians	10/27/2023 9:48 AM
POS	5/17/2024 6:29 AM
Ticare	5/17/2024 6:21 AM
Wate	5/14/2024 7:03 AM
UHC	5/17/2024 6:20 AM
pimc.net.20240517	5/17/2024 2:51 PM
pimc.armed.20240517	5/17/2024 2:51 PM
pimc.cbctax.20240517	5/17/2024 2:51 PM
pimc.ctatam.20240517	5/17/2024 2:52 PM
pimc.dgna.20240517	5/17/2024 2:52 PM
pimc.brkba.20240517	5/17/2024 2:52 PM

# FY24 PAO 835 LOG

Phoenix Area uses Easy Print to complete the 835 Log

Every file is logged by

1. Download Date and Sequence
2. File name
3. Service Unit
4. Check/EFT Number
5. Check/EFT Amount
6. Deposit Type
7. Claim Count
8. Reason Codes

Sequence	File Date	835 File Name	Site	Check/EFT Num	Amount	Type	Count	Reason Codes
56	8/2/2024	hopi.azmed.20240802	HP	202407313707478	231862.08	EFT	515	fb -1078.3
56	8/2/2024	hopi.azmed.20240802	HP	202407313707621	24446.00	EFT	34	
57	8/2/2024	hopi.bcbsaz.20240802.1	HP	100038870	1150.65	EFT	5	
57	8/2/2024	hopi.bcbsaz.20240802.1	HP	130468711	812.20	EFT	12	
57	8/2/2024	hopi.bcbsaz.20240802.1	HP	130468711	811.00	CHK	2	
57	8/2/2024	hopi.bcbsaz.20240802.1	HP	3560559	135.00	CHK	4	
57	8/2/2024	hopi.bcbsaz.20240802.2	HP	3560559	0.00	NON	1	
58	8/2/2024	pa.azmed.20240802	PA	202407313707479	397.33	EFT	25	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	100038826	89.98	EFT	6	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	130467491	1302.43	EFT	12	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	960027207	70.23	EFT	4	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	960027807	260.55	EFT	13	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	960760648	80.51	EFT	1	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	960761070	123.66	EFT	1	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	3561812	17.99	EFT	1	
59	8/2/2024	pa.bcbsaz.20240802.1	PA	3574146	17.43	CHK	1	
59	8/2/2024	pa.bcbsaz.20240802.2	PA	960763225	0.00	NON	1	
59	8/2/2024	pa.bcbsaz.20240802.2	PA	3558673	0.00	NON	4	
59	8/2/2024	pa.bcbsaz.20240802.2	PA	3574073	0.00	NON	1	
60	8/2/2024	ps.azmed.20240802	PS	202407313707786	132.54	EFT	6	FB -25.20
60	8/2/2024	ps.azmed.20240802	PS	202407313708230	142.86	EFT	4	FB -89.28
61	8/2/2024	ps.bcbsaz.20240802	PS	130468447	285.00	EFT	1	
62	8/2/2024	wr.azmed.20240802	WR	202407313707480	1230055.45	EFT	3274	FB -1282.7
62	8/2/2024	wr.azmed.20240802	WR	202407313707481	43149.01	EFT	62	
62	8/2/2024	wr.azmed.20240802	WR	202407313707620	63284.26	EFT	125	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	100038725	105.40	EFT	1	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	130468346	312.31	EFT	17	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	130468605	82.00	EFT	1	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	960024764	425.00	EFT	1	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	960761707	59.12	EFT	1	
63	8/2/2024	wr.bcbsaz.20240802.1	WR	3562509	5675.62	EFT	13	L6 -2.62
63	8/2/2024	wr.bcbsaz.20240802.2	WR	960023833	0.00	NON	2	
63	8/2/2024	wr.bcbsaz.20240802.2	WR	960027920	0.00	NON	1	
63	8/2/2024	wr.bcbsaz.20240802.2	WR	960761371	0.01	NON	3	
64	8/2/2024	yuma.azmed.20240802	YU	211214027	86942.38	CHK	133	FB -18.83



# Medicare Remit Easy Print

---



- Allows for converting an ERA file into a traditional remittance advice
- Free software download provided by CMS (Centers for Medicare & Medicaid Services)
- Converts ERA files received from any payer, not just Medicare / Medicaid
- For more information / free download, follow the link below.

<http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/AccessToDataApplication/MedicareRemitEasyPrint.html>





# Splitting 835 Files (Current Issue)

Phoenix Area AR has noticed that we can not upload 835 files into RPMS that have a payment and a nonpayment together.

We split one file into two new files.

Original file is not edited.

Payer Name	Payee Name	Payee ID	Check Date	Check/EFT ...	Check/EFT ...	Claims	Check/EFT Number	Version	Filename
NOVITAS SOLUT...	DHHS IHS PHOENIX AREA	1427335140	08/02/24	0.00	NON	7	474391438	005010X221A1	NOVITAS SOLU...
NOVITAS SOLUT...	DHHS IHS PHOENIX AREA	1427335140	08/02/24	2661.95	EFT	47	816471746	005010X221A1	NOVITAS SOLU...



```

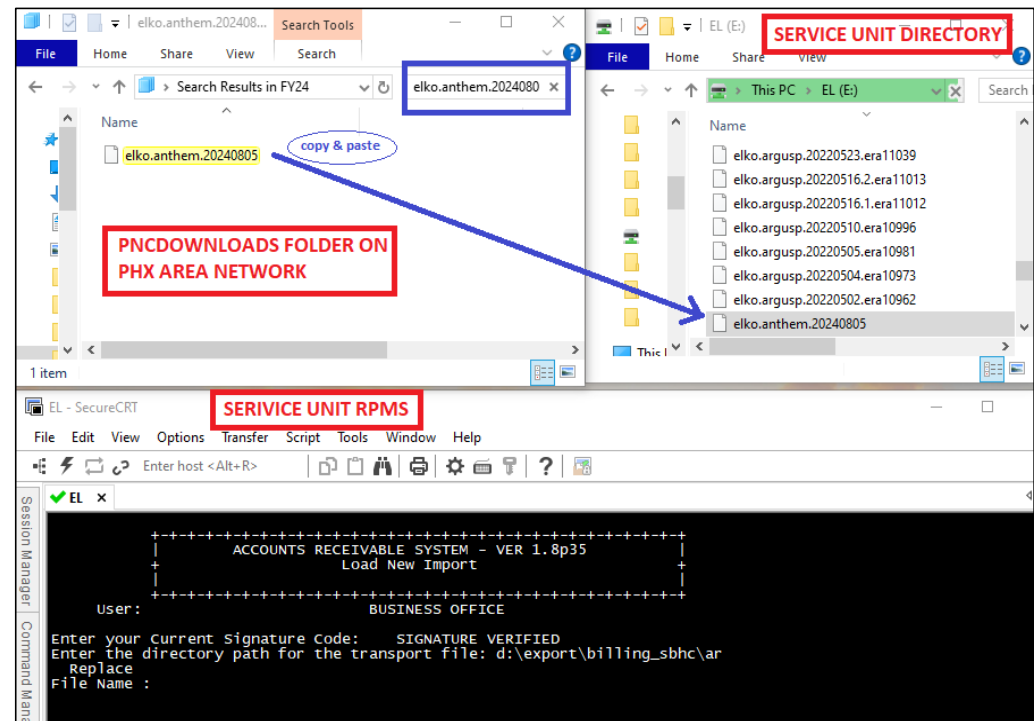
ISA*00*                *00*                *ZZ*04412                *ZZ*EJ43364                *240802*090
0*A*00501*000005598*O*P>~GS*HP*04412*EJ43364*20240802*0900*5598*X*005010X221A1~
ST*835*000018859~BPR*H*0*C*NON*~*****01*043000096*DA*1001147447*20240802~TRN*1*
474391438*1205296137~REF*EV*EJ43364~DTM*405*20240801~N1*PR*NOVITAS SOLUTIONS, IN

ISA*00*                *00*                *ZZ*04412                *ZZ*EJ43364                *240802*090
0*A*00501*000005598*O*P>~GS*HP*04412*EJ43364*20240802*0900*5598*X*005010X221A1~
ST*835*000018860~BPR*I*2661.95*C*ACH*CCP*01*081517693*DA*152302017594*1205296137**
*043000096*DA*1001147447*20240802~TRN*1*816471746*1205296137~REF*EV*EJ43364~DTM*
405*20240801~N1*PR*NOVITAS SOLUTIONS, INC.~N3*PO BOX 3110~N4*MECHANICSBURG*PA*17
  
```



# Preparing to Load a File

- The file must be placed in a directory that can be accessed by RPMS.
  - Your facility's server and your area's server
  - You will need to know the directory path name
- Consider renaming the file to something meaningful
  - wr.azmed.20240804, for example
- ERA Posting Menu is locked with a security key
  - BARZ ERA MENU
- Open IT Support Ticket or work with your Local IT to get setup



# What are the required steps in RPMS?

The ERA menu options highlighted are required for processing an ERA file.

Best practice to run menu options in this order.

1. NEW
2. BPR
3. BLMT
4. REV
5. PST

The other menu options are informational.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|                      ERA Posting                          |
|                      WHITERIVER H                        |
+-----+
User: ONE, POSTER          BUSINESS OFFICE          3-AUG-2024 2:30 PM

NEW  Load New Import
VIEW View Import Header
TRN  Check Amount and Check number for 835
BPR  Review & Match ERA to Collection Batch
BLMT A/R Bill Matching
REV  Review Postable Claims
PST  Post ERA Claims
RPT  Report ERA Claims
NFND ERA Check Not Batched Report
RPTC List Corrections Sent in ERA

Select ERA Posting Option:
```



# Load New Import (NEW)

- This option loads the ERA file from your computer or your server into RPMS
- Enter your signature code
- Verify the directory path is correct
- File Name: must match what is in the directory
- Once file is uploaded you will be given an era number
- Always a good Practice to log your files and era numbers.

```
+++++
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          Load New Import                                  |
|          SERVICE UNIT                                     |
+++++
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:15 AM

Enter your Current Signature Code:  SIGNATURE VERIFIED
Enter the directory path for the transport file: d:\export\billing_sbhc\ar
Replace
File Name.: elko.anthem.20240805

CHECKING FILE FORMAT....
File type: HIPAA 835 v5010 FILE FORMAT OKAY.

File          Directory          Transport
elko.anthem.20240805  d:\export\billing_sbhc\arHIPAA 835 v5010

Do you want to proceed? N// YES

LINE COUNT LOADED: 76
13862_ERA_08/04/2024

The elko.anthem.20240805 file has been successful in updating
the transport global

76 records updated
PROCESSING
TRANSPORT FILE:  elko.anthem.20240805
IMPORT NAME:     13862_ERA_08/06/2024
```



# Review & Match ERA to Collection Batch (BPR)

This option matches ERA check(s) to RPMS Collection Batch Item(s)

- Collection Batch/Item Not Found?
  - ERA check hasn't been batched
    - Batch the check using the Collections Entry menu
    - Check information can be obtained from the TRN option after a file is successfully loaded
  - ERA check has been batched but the dollar amount and/or check number wasn't entered correctly
    - Use the ETDN option in the A/R Manager Menu to correct the batch information
  - Run the BPR option again
  
- Collection Batch/Item Found
  - Make sure that the ERA check has been matched to the correct RPMS Collection Batch/Item

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          ERA Posting                                       |
|          SERVICE UNIT                                       |
+-----+
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:15 AM

Select ERA Posting option: BPR Review & Match ERA to Collection Batch
Matching ERA 835 to A/R Collection Batch & Items...

Select file: 13857_ERA_08/03/2024  elko.medicare.20240802.1CHK/EFT #: 816471748

I will begin matching the following items:

#1  BPR02: 522.64
    TRN02: 816471748          Matching... done!
Match to: FY24 MCR B-08/05/2024-1  ITEM: 1
      TDN/IPAC: 790758

1 ENTRY HAS BEEN MATCHED.....$          522.64
                                TOTAL.....$          522.64

=====
ERA/RPMS CHECK MATCHING REPORT          AUG 6, 2024@09:36  Page 1
LOCATION: ELKO
FOR RPMS FILE: 13857_ERA_08/03/2024
=====
ST          AMOUNT          CHECK#          COLL. BATCH/ITEM FOUND
-----
3536          522.64  816471748          FY24 MCR B-08/05/2024-1  1

IMPORT FILE SUMMARY:
TOTAL SEGMENTS PROCESSED.....:          127
TOTAL AMOUNT PROCESSED.....$          522.64
    
```



# A/R Bill Matching (BLMT)

- This option matches the claims in the ERA file to bills in RPMS
- Three criteria used for matching as per the 835 implementation guide. All three elements must match or the claim will be marked as Unmatched in RPMS.
  - Bill Number or RX Number
  - Billed Amount
  - Date of Service

```
=====
** Detailed report of the matching process **
HIPAA 835 v5010                               File:  Chk/EFT#: 816471748
=====
Created: 3240806.093743
PERFORMING TRADITIONAL HIPAA CHECKS...(5010)
-----
PROCESSING ENTRY:      3  CLAIM 123456A-ELK
ERA BILL   : 123456A-ELK   ERA BILL TYPE: 19 | Processed as Primary
ERA BILLED: 97.87         ERA DOS: 20230808
A/R BILLED: 97.87         A/R DOS: 20230808
BAR BILL   : 123456A-ELK
=====
```

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          ERA Posting                                       |
|          SERVICE UNIT                                       |
+-----+
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:15 AM

Select ERA Posting option: BLMT A/R Bill Matching

Select file: 13857_ERA_08/04/2024elko.medicare.20240802.1CHK/EFT #: 816471748

Display Bill Matching Details? YES//
I will begin bill matching...
Matching E-Claims to A/R Bills and Reason Codes

Processing Claim Status
PERFORMING TRADITIONAL HIPAA CHECKS...(5010)
PROCESSING ENTRY: 3 CLAIM 123456A-ELK
ERA BILL 123456A-ELK MATCHED TO A/R BILL 123456A-ELK
PROCESSING ENTRY: 4 CLAIM 123500A-ELK
ERA BILL 123500A-ELK MATCHED TO A/R BILL 123500A-ELK
PROCESSING ENTRY: 5 CLAIM 123678A-ELK
ERA BILL 123678A-ELK MATCHED TO A/R BILL 123678A-ELK
PROCESSING ENTRY: 7 CLAIM 123459B-ELK
ERA BILL 123459B-ELK MATCHED TO A/R BILL 123459B-ELK
PROCESSING ENTRY: 6 CLAIM 123622A-ELK
ERA BILL 123622A-ELK MATCHED TO A/R BILL 123622A-ELK
PROCESSING ENTRY: 2 CLAIM 123122A-ELK
ERA BILL 123122A-ELK MATCHED TO A/R BILL 123122A-ELK
PROCESSING ENTRY: 1 CLAIM 123333A-ELK
ERA BILL 123333A-ELK MATCHED TO A/R BILL 123333A-ELK

Now will look for PLBs, Payment Reversals, and Negative Payments...

Looking for PLB Segment... No PLB Segments found
Looking for Payment Reversals... No Payment Reversals found
Looking for Negative Payments... No Negative Payments found
```

# Review Postable Claims (REV)

- This option displays all the claims in the ERA file and their status.
  - Matched
  - Unmatched
  - Matched with Reasons Not to Post
- The REV option also allows the user to manually change the status of an ERA claim. The following status changes can be made:
  - From Matched to Exception
  - From Exception to Matched
  - From Unmatched to Matched or Exception
- Keep in mind that Matched claims might also have a Reason Not to Post. Some common Reasons Not to Post are:
  - NEGATIVE BALANCE WILL RESULT IN RPMS BILL
  - RA CLAIM IN RPMS AR BUT CANCELLED IN 3P
  - PAYMENT REVERSAL FOUND -- MUST DO MANUAL POSTING
  - NO BATCH FOUND FOR ERA CHECK

```

+++++
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          Review Postable Claims                          |
|          SERVICE UNIT                                    |
+++++
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:15 AM

Select file: 13857_ERA_08/04/2024elko.medicare.20240802.1CHK/EFT #: 816471748
BAR Claim Review          Aug 04, 2024 09:37:49          Page: 1 of 0

HIPAA 835 v5010          File: 13857_ERA_08/03/2024          Chk/EFT#: 816471748

# Claim          Date          Patient          AR Account          Status
1 123456A-ELK          MAY 23, 2024 DEMO, PATIENT          MEDICARE          MATCHED
  123456A-ELK          MAY 23, 2024 DEMO, PATIENT          MEDICARE          MATCHED
2 123457A-ELK          MAY 22, 2024 DEMO, PATIENT          RAILROAD RETIRE          MATCHED
  123457A-ELK          MAY 22, 2024 DEMO, PATIENT          RAILROAD RETIRE          MATCHED
3 123458A-ELK          AUG 08, 2023 DEMO, PATIENT          MEDICARE          MATCHED
  123458A-ELK          AUG 08, 2023 DEMO, PATIENT          MEDICARE          MATCHED
4 123459A-ELK          AUG 29, 2023 DEMO, PATIENT          MEDICARE          MATCHED
  123459A-ELK          AUG 29, 2023 DEMO, PATIENT          MEDICARE          MATCHED
5 123460A-ELK          DEC 14, 2023 DEMO, PATIENT          MEDICARE          MATCHED
  123460A-ELK          DEC 14, 2023 DEMO, PATIENT          MEDICARE          MATCHED
6 123461A-ELK          MAY 13, 2024 DEMO, PATIENT          MEDICARE          MATCHED
  123461A-ELK          MAY 13, 2024 DEMO, PATIENT          MEDICARE          MATCHED
7 123462B-ELK          MAY 16, 2024 DEMO, PATIENT          MEDICARE          MATCHED
  123462B-ELK          MAY 16, 2024 DEMO, PATIENT          MEDICARE          MATCHED

Enter ?? for more actions

1 Edit Status
2 Run Auto Review
3 View Comment
    
```



# Post ERA Claims (PST)

- This option posts ERA claims that have a status of Matched with no Reasons Not to Post
- Enter the RPMS file name, check or era number assigned
- Choose the check you wish to post and enter Yes to begin posting
- The system will display the posting activity. Some things to keep in mind:
  - It isn't necessary to keep track of what's being posting. The RPT option will provide that information (see next slide)
  - Depending on how large the ERA file is and your network speed, it will take several minutes for a file to post

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          Review Postable Claims                          |
|          SERVICE UNIT                                    |
+-----+
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:38 AM

Select file: 13857_ERA_08/03/2024e1ko.medicare.20240802.1CHK/EFT #: 816471748

1) CHECK #: 816471748          BATCH: FY24 MCR B-08/05/2024-1          ITEM: 1
   A/R ACCOUNT: MEDICARE          BATCHED AMT: 522.64          BALANCE: 522.64
   FULL CHECK #: 816471748

Please enter the LINE # of the check you wish to POST: 1//

Do you want to post ERA Claims for Chk/EFT 816471748 now? N// YES

Enter RETURN to continue:

Matched Unposted Bills: 0 for $ 0.00
Matched Posted Bills: 7 for $ 522.64
Total Matched Bills: 7 for $ 522.64

ERA BILL 123461A-ELK MATCHED TO A/R BILL 123461A-ELK
Billed: 22.84          Payment: 8.88
ADJ: 3.08          NON PAYMENT          Chgs exceed fee schd/max allow
STND REAS: 45 | Charges exceed fee schedule/max allow
ADJ: .18          PENALTY          Sequestration-red in fed pymt.
STND REAS: 253 | Sequestration - reduction in federal pymt.
ADJ: 8.44          DEDUCTIBLE          Deductible
STND REAS: 1 | Deductible Amount
ADJ: 2.26          CO-PAY          Coinsurance Amount
STND REAS: 2 | Coinsurance Amount
REMARK CODE: MA01 You may appeal w/in 120 days of the date notice wa
....
ERA BILL 123460A-ELK MATCHED TO A/R BILL 123460A-ELK
Billed: 125.75          Payment: 98.59
ADJ: 2.01          PENALTY          Sequestration-red in fed pymt.
STND REAS: 253 | Sequestration - reduction in federal pymt.
ADJ: 25.15          CO-PAY          Coinsurance Amount
STND REAS: 2 | Coinsurance Amount
REMARK CODE: MA01 You may appeal w/in 120 days of the date notice wa
REMARK CODE: MA18 Claim info being forwarded to pt's supplemental in

Matched Unposted Bills: 6 for $ 424.05
Matched Posted Bills: 1 for $ 98.59
Total Matched Bills: 7 for $ 522.64

7 Bill(s) posted to AR.

Do you want to rollback to 3P the bills that just posted? N// YES
    
```



# Report ERA Claims (RPT)

- This option provides the following information, depending on how you run the report:
  - Report can be run by Detail, Summary, or Both Detail and Summary
  - Posted: this will provide bill number, billed amount, payment amount, adjustment amount including Standard Adjustment Reason codes.
  - Claim Unmatched: this will provide a list of unmatched claims
    - A future ERA patch will provide the specific reason the claim is unmatched (Bill # / RX # not found, DOS not matched, and/or Billed Amount not matched).
    - Until the next ERA patch is released, use the detailed matching report in the BLMT option for details on why a claim is unmatched
  
- All Categories: this will provide information on all claims in the ERA file
  - Posted
  - Unmatched
  - Reason Not to Post (until the next ERA patch is released, use the REV to view the specific Reason Not to Post)

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
|          Report ERA Claims                                |
|          SERVICE UNIT                                    |
+-----+
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:38 AM

select file:  13857_ERA_08/03/2024elko.medicare.20240802.1CHK/EFT #: 816471748

1) CHECK #: 816471748          BATCH: FY24 MCR B-08/05/2024-1          ITEM: 1
   A/R ACCOUNT: MEDICARE          BATCHED AMT: 522.64          BALANCE: 0.00
   FULL CHECK #: 816471748

Please enter the LINE # of the check you wish to REPORT: 1//

Reports for : 13857_ERA_08/03/2024
              elko.medicare.20240802.1
CHK/EFT #: 816471748

Enter the list of Claim Status(s) you desire to print,
and in the sequence to be printed out.

C - Claim Unmatched          R - Reason Unmatched          N - Not to Post
M - Matched                  P - Posted                    E - Exception
A - All Categories
  Example: CRN

Enter response:

select the type of report: (D/B/S): ??

Enter a code from the list.
select one of the following:

      D          Detailed
      B          Brief - One Line
      S          Summary - Totals only
    
```



# Report ERA Claims (RPT)- Summary

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35                |
|                Report ERA Claims                                     |
|                SERVICE UNIT                                       |
+-----+
User: ONE, POSTER X          BUSINESS OFFICE          4-AUG-2024 9:38 AM

Select file: 13857_ERA_08/03/2024elko.medicare.20240802.1CHK/EFT #: 816471748

1) CHECK #: 816471748          BATCH: FY24 MCR B-08/05/2024-1          ITEM: 1
   A/R ACCOUNT: MEDICARE          BATCHED AMT: 522.64          BALANCE: 0.00
   FULL CHECK #: 816471748

Please enter the LINE # of the check you wish to REPORT: 1//

Reports for : 13857_ERA_08/03/2024
              elko.medicare.20240802.1
CHK/EFT #: 816471748

Enter the list of Claim Status(s) you desire to print,
and in the sequence to be printed out.

C - Claim Unmatched          R - Reason Unmatched          N - Not to Post
M - Matched                  P - Posted                    E - Exception
A - All Categories
Example: CRN

Enter response: A

Select the type of report: (D/B/S): Summary - Totals Only

Select one of the following:

P          PRINT Output
B          BROWSE Output on Screen

Do you wish to : P// RINT output

Output DEVICE: HOME// 0;0;50 VIRTUAL
    
```

WARNING: Confidential Patient Information, Privacy Act Applies

---

ELECTRONIC CLAIM REPORT - Summary AUG 6,2024@09:38 Page 1  
 FOR FILE NAME: elko.medicare.20240802.1 NPI: 1780961102  
 CHECK/EFT TRACE: 816471748  
 FOR RPMS FILE: 13857\_ERA\_08/03/2024 FOR DHHS IHSPHOENIX AREA

---

BATCH: FY24 MCR B-08/05/2024-1 ITEM # 1

---

NOVITAS SOLUTIONS, INC. CUSTOMER SERVICE  
 PO BOX 3110 8552528782  
 MECHANICSBURG, PA 17055-1826

---

CLAIM STATUS	BILL COUNT	PAYMENTS	COPAY/DEDUCT	ADJUSTMENTS
CLAIM UNMATCHED	0	0.00	0.00	0.00
EXCEPTION	0	0.00	0.00	0.00
MATCHED	0	0.00	0.00	0.00
NOT TO POST	0	0.00	0.00	0.00
POSTED	7	522.64	141.76	61.73
REASON UNMATCHED	0	0.00	0.00	0.00
<b>GRAND TOTALS</b>	<b>7</b>	<b>522.64</b>	<b>141.76</b>	<b>61.73</b>
<b>ADJUSTMENT Totals:</b>				
			DEDUCTIBLE	8.44
			CO-PAY	133.32
			NON PAYMENT	51.08
			PENALTY	10.65
			=====	
				203.49

\* \* E N D O F R E P O R T \* \*

# Report ERA Claims (RPT)- Detailed

- If you have claims that need to be manually posted you can run the RPT by Detailed.
- Run a Log Session so you do not have to [ENTER] through the report
- Detailed Report shows
  - Claim number
  - Patient name
  - Date of Service
  - Patient Policy number
  - Amount Billed
  - Payment Amount
  - Adjustments Codes
    - Very Easy to post off of

WARNING: Confidential Patient Information, Privacy Act Applies			
ELECTRONIC CLAIM REPORT - Detailed		AUG 6, 2024 8:29	Page 1
FOR FILE NAME: elko.medicare.20240802.1		NPI: 1780961102	
CHECK/EFT TRACE: 816471748			
FOR RPMS FILE: 13857_ERA_08/03/2024 FOR DHHS IHSPHOENIX AREA			
BATCH: FY24 MCR B-08/05/2024-1		ITEM # 1	
NOVITAS SOLUTIONS, INC.		CUSTOMER SERVICE	
PO BOX 3110		8552528782	
MECHANICSBURG, PA 17055-1826			
----- P O S T E D -----			
123456A-ELK	DEMO, PATIENT	20240523	-XXXXXXXXXX
AMOUNT BILLED.....		\$	139.96
PAYMENT.....		\$	94.18
ADJUSTMENTS			
1	Charges exceed fee schedule/max allow or contr	\$	16.71
4	NON PAYMENT / 645 Chgs exceed fee schd/max allow		
2	Sequestration - reduction in federal pymt.....	\$	1.73
15	PENALTY / 303 Sequestration-red in fed pymt		
3	Coinsurance Amount.....	\$	21.66
14	CO-PAY / 602 Coinsurance Amount		
4	Charges exceed fee schedule/max allow or contr	\$	3.13
4	NON PAYMENT / 645 Chgs exceed fee schd/max allow		
5	Sequestration - reduction in federal pymt.....	\$	0.19
15	PENALTY / 303 Sequestration-red in fed pymt		
6	Coinsurance Amount.....	\$	2.36
14	CO-PAY / 602 Coinsurance Amount		
123457A-ELK	DEMO, PATIENT	20240522	-XXXXXXXXXX
AMOUNT BILLED.....		\$	125.03
PAYMENT.....		\$	84.93
ADJUSTMENTS			
1	Charges exceed fee schedule/max allow or contr	\$	16.71
4	NON PAYMENT / 645 Chgs exceed fee schd/max allow		
2	Sequestration - reduction in federal pymt.....	\$	1.73
15	PENALTY / 303 Sequestration-red in fed pymt		
3	Coinsurance Amount.....	\$	21.66
14	CO-PAY / 602 Coinsurance Amount		



# BILL POSTING SUMMARY (AR>PST>BPS)

View the transaction history  
for individual claims

Different view prompts

You do not have to sign into  
a cashiering session

This example shows one  
claim had eight transactions

Trans Dt	By	Trans Type A/R Account Transaction #	Batch	Amount	Balance Item
Patient: DEMO,PATIENT Address: 1234 N CENTRAL AVE PHOENIX, ARIZONA 89820 Phone #: 123-123-1234 Beg DOS : MAY 23, 2024 End DOS : MAY 23, 2024 Insurer: MEDICARE Balance: 0.00					
07/18/2024		BILL NEW MEDICARE 3240718.093437.173	NO BATCH	139.96	0 139.96
07/18/2024	SKF	ORIGINAL ON 3240718.165133, GCN: 117804 REASON: 3240718.165133.363			
08/06/2024	OPX	e NON_PAYMENT/Chgs exceed fee MEDICARE 790758	sch FY24 MCR B-08/05/2024-1	(16.71)	123.25
08/06/2024	OPX	e PENALTY/Sequestration-red MEDICARE 790758	FY24 MCR B-08/05/2024-1	(1.73)	121.52
08/06/2024	OPX	e CO-PAY/Coinsurance Amount MEDICARE 790758	FY24 MCR B-08/05/2024-1	(21.66)	99.86
08/06/2024	OPX	e NON_PAYMENT/Chgs exceed fee MEDICARE 790758	sch FY24 MCR B-08/05/2024-1	(3.13)	96.73
08/06/2024	OPX	e PENALTY/Sequestration-red MEDICARE 790758	FY24 MCR B-08/05/2024-1	(0.19)	96.54
08/06/2024	OPX	e CO-PAY/Coinsurance Amount MEDICARE 790758	FY24 MCR B-08/05/2024-1	(2.36)	94.18
08/06/2024	OPX	e PAYMENT MEDICARE 790758	FY24 MCR B-08/05/2024-1	(94.18)	0.00
08/06/2024	OPX	e REMARK CODE MEDICARE 790758	MA01 FY24 MCR B-08/05/2024-1	0.00	0.00
You may appeal w/in 120 days of the date notice was rcvd. See RA for details. 3240806.093808.281 >> SUMMARY <<					
BILL	123456A-ELK	>PAYMENTS<			>ADJUSTMENTS<
BILLED	139.96	3-P CRD	0.00		NON-PAY 19.84
PAY TOT	94.18	PAYMENTS	94.18		DED 0.00
ADJ TOT	45.78	PAY CRD	0.00		CO-PAY 24.02
		WR OFFS	0.00		PENALTY 1.92
		GROUPER	0.00		STC 0.00
		REFUND	0.00		TOTAL ADJ* 45.78
ROLLOVER	45.78	TOTAL PAY*	94.18		

# Cashiering Sign In/Sign Out

Cashiering Sessions serve as a productivity monitoring tool for Management.

Posting transaction(s) are captured in cashiering sessions and these individual sessions are exported to HUB (integration engine) then to UFMS for processing.

In this example, Poster was able to complete 41 transactions in 30 seconds.

CASHIERING MODE		
CASHIERING DISPLAY FOR CASHIER ONE, POSTER X		
WITH SESSION ID 3240806.093801		SESSION STATUS: RECONCILED
Cashiering Function - Payments		
Count	- 7	\$ 522.64
Cashiering Function - Adjustments		
CO-PAY	- 9	\$ 133.32
DEDUCTIBLE	- 1	\$ 8.44
GROUPER ALLOWANCE	- 0	\$ 0.00
NON PAYMENT	- 5	\$ 51.08
PAYMENT CREDIT	- 0	\$ 0.00
PENALTY	- 9	\$ 10.65
UNDEF	- 10	\$ 0.00
WRITE OFF	- 0	\$ 0.00
<b>Total Adjustments</b>	<b>= 34</b>	<b>\$ 203.49</b>
Cashiering Function - Refunds		
Count	- 0	\$ 0.00

VIEWING STATUS HISTORY FOR SESSION ID 3240806.093801 OF ONE, POSTER X		
STATUS CHANGED ON	CHANGED BY	CHANGED TO
-----	-----	-----
AUG 6, 2024@09:38:01	ONE, POSTER X	OPEN
AUG 6, 2024@09:38:31	ONE, POSTER X	RECONCILED

Enter RETURN to continue or '^' to exit:



# Contact Information

Therea Crank – IT Specialist

Phoenix Area Indian Health Service

Finance Department - Accounts Receivable

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