

# HOW ELECTRONIC REMITTANCE POSTING WORKS IN RM FOR MEDISOFT

A demonstration

# WHAT ARE ANSI 835 REMIT FILES

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- ❑ ANSI 835 files are Remittance or EOB files in the ANSI HIPAA format. Also known as ERA. Industry is trending toward use of these exclusively – paper EOBs will eventually be eliminated by the larger payers.
- ❑ Remit files are returned by many insurance companies, and are standardized so that almost any remit will post in Revenue Management.
- ❑ They can be obtained from multiple sources – clearinghouse, intermediary or directly from payer site.
- ❑ Most value to practice/most efficient when many patients are on one check.

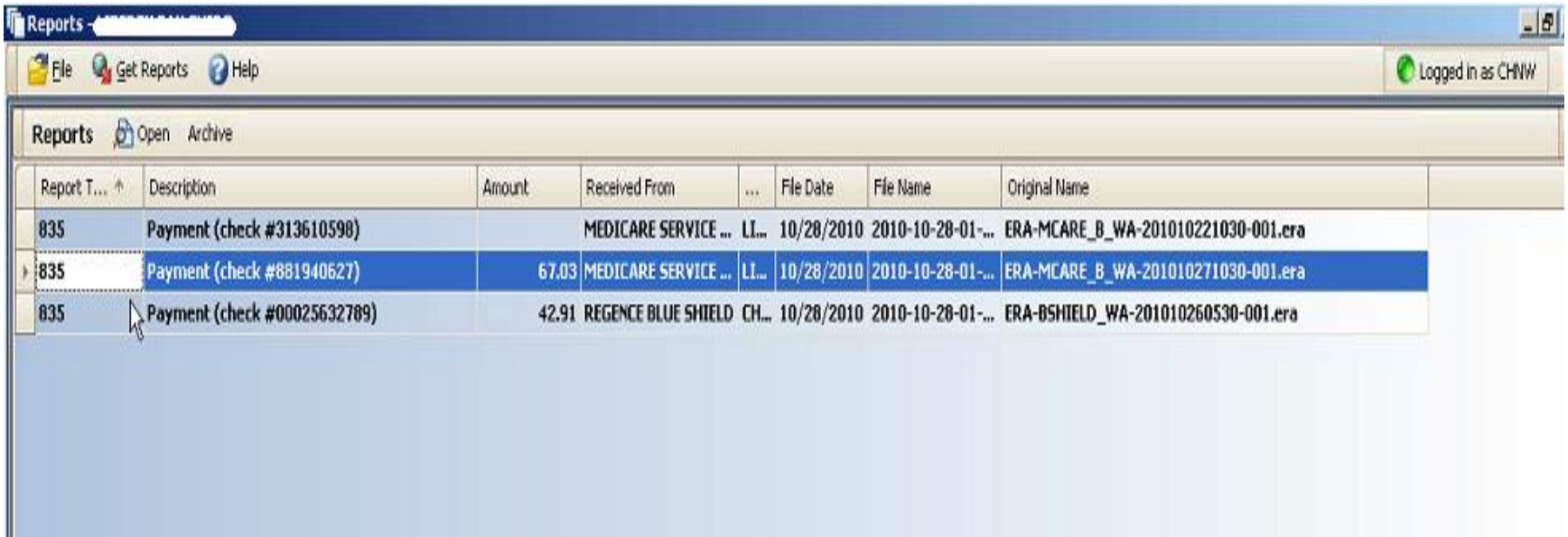
# WHAT ARE ANSI 835 REMIT FILES

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- Remit files will contain payments and adjustments for claims submitted electronically and on paper
- Remit files will contain payment and adjustments for primary, secondary and tertiary payers.
- The value of having the EOB files returned in the ANSI format is they can be processed by the RM Program so the payment and adjustments can be posted with a few mouse clicks and with great accuracy.

# RM Reports Screen shows Remits

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The screenshot shows a web application window titled 'Reports'. The window has a menu bar with 'File', 'Get Reports', and 'Help'. A status bar in the top right corner indicates 'Logged in as CHNW'. Below the menu bar, there are buttons for 'Open' and 'Archive'. The main content area is a table with the following columns: Report T..., Description, Amount, Received From, File Date, File Name, and Original Name. The table contains three rows of data, each representing a remittance item.

Report T...	Description	Amount	Received From	File Date	File Name	Original Name
835	Payment (check #313610598)		MEDICARE SERVICE ...	10/28/2010	2010-10-28-01-...	ERA-MCARE_B_WA-201010221030-001.era
835	Payment (check #881940627)	67.03	MEDICARE SERVICE ...	10/28/2010	2010-10-28-01-...	ERA-MCARE_B_WA-201010271030-001.era
835	Payment (check #00025632789)	42.91	REGENCE BLUE SHIELD CH...	10/28/2010	2010-10-28-01-...	ERA-BSHIELD_WA-201010260530-001.era

Reports view shows Check #, Check Amount, Payer and Payee.

Note the 'file date' is the date the 835 was downloaded, not the check date.

To see the check date, open the remittance. You can close again without posting, and the remit will be available to open again

# A Sample Remit

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Line items before posting

Line items after posting

Remit Totals

**Process Remittance**

MEDICARE SERVICE CENTER 1450173185 # 881940627 Date 10/28/2010  
 Pay to the order of 1922290279 \$ 67.03

Remit ID	Svc Date	Proc M1 M2	Amount	Pat. Pay	Ins1 Pay	Ins2 Pay	Ins3 Pay	Adjust	Balance
ELKBR000	10/08/10	98941 AT	52.00	0.00	0.00	0.00	0.00	0.00	52.00
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj -17.66] [Remainder 6.87]									
LINRI000	10/04/10	98940 AT	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Totals After Posting: [Ins1 -19.78] [Ins2 0.00] [Ins3 0.00] [Adj -15.27] [Remainder 4.95]									
PEREL000	10/08/10	98940 AT	40.00	-4.95	0.00	0.00	0.00	0.00	35.05
Totals After Posting: [Ins1 -19.78] [Ins2 0.00] [Ins3 0.00] [Adj -15.27] [Remainder 0.00]									
ASHRI000	10/13/10	98940 AT	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj -40.00] [Remainder 0.00]									
ASHRI000	10/15/10	98940 AT	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj -40.00] [Remainder 0.00]									

**Remit Totals**

	Total Remit Amt	Total To Post
Billed:	212.00	
Paid:	-67.03	-67.03
Adjust:	-128.20	-128.20
Patient:	-16.77	-16.77

Denied

Claim # ASHRI000Y3571

553684174A

Remit Amount	Ready To Post
Billed:	80.00
Paid:	0.00
Adjust:	-80.00
Patient:	0.00

Other Info: Other Amounts Remarks

Provider ID: 1538253026

Corrected Payer: CIGNA HEALTH CARE

Corrected Payee: D5619

Electronic Remittance Advice Posting in RM- a Demonstration Indicates denials on the check and at the line level

#0173185 # 881940627  
 Date 10/28/2010  
 \$ 67.03



M1 M2		Assign Patient		Assign Service Line					
M1	M2	Amount	Pat. Pay	Ins1Pay	Ins2Pay	Ins3Pay	Adjust	Balance	
8941 AT		52.00	0.00	0.00	0.00	0.00	0.00	52.00	
AT									
				MEDIAPAY			Ins Pay		Primary -27.47
				CO45			MEDIADJ		Primary -17.66
				PR2			PATRESP		Primary -6.87
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj -17.66] [Remainder 6.87]									
8940 AT		40.00	0.00	0.00	0.00	0.00	0.00	40.00	
AT									
				MEDIAPAY			Ins Pay		Primary -19.78
				CO45			MEDIADJ		Primary -15.27
				PR2			PATRESP		Primary -4.95
Totals After Posting: [Ins1 -19.78] [Ins2 0.00] [Ins3 0.00] [Adj -15.27] [Remainder 4.95]									
8940 AT		40.00	-4.95	0.00	0.00	0.00	0.00	35.05	
AT									
				MEDIAPAY			Ins Pay		Primary -19.78
				CO45			MEDIADJ		Primary -15.27
				PR2			PATRESP		Primary -4.95
Totals After Posting: [Ins1 -19.78] [Ins2 0.00] [Ins3 0.00] [Adj -15.27] [Remainder 0.00]									
8940 AT		40.00	0.00	0.00	0.00	0.00	0.00	40.00	
AT									
				MEDIAPAY			Ins Pay		Secondary 0.00
				OA22			WROFF		Secondary -40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj -40.00] [Remainder 0.00]									
8940 AT		40.00	0.00	0.00	0.00	0.00	0.00	40.00	
AT									
				MEDIAPAY			Ins Pay		Secondary 0.00
				OA22			WROFF		Secondary -40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj -40.00] [Remainder 0.00]									

# Step 1 - "Print" EOB

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**835 Electronic Remittance**      Check Date: 10/28/2010      Check Amount: \$67.03      Check/EFT #: 881940627

From: MEDICARE SERVICE CENTER  
900 42ND STREET SOUTH  
FARGO      ND 581032146      To: [Redacted]      NPI: 1922290279

Original File Name: ERA-MCARE\_B\_WA-2010100271030001.en  
Current File Name: 2010-10-28-01-14-46\_835.en

ID: 547064367A      Agent: ELKBR000XX3538      Processed As Primary, Forwarded      ICN: 1110288352100  
Corrected Insured = , , L      Crossover Carrier: THE REGENCE GROUP (BLUE SHIELD)  
MA01 MA18

Render Provider	Service Date	Pos	Units	Proc	Modifiers	Billed	Allowed	Deduct	Coins	Grp/RC	Amount	Claim Received	Prov Paid
1538253026	10-08-10	11	1	98941	:AT	52.00	34.34	0.00	6.87			10-15-10	27.47
Policy:										CO-45	17.66		
Pat Resp:	6.87					52.00	34.34	0.00	6.87		17.66		27.47
Claims Total:													

ID: 415601037A      Agent: LINRI000XX3548      Processed As Primary, Forwarded      ICN: 1110288352040  
Crossover Carrier: UNITEDHEALTH GROUP  
MA01 MA18

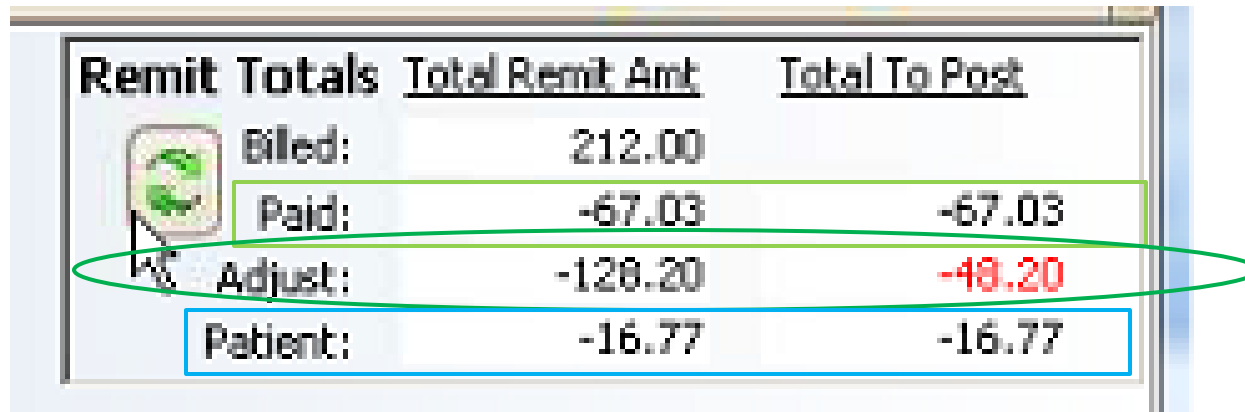
Render Provider	Service Date	Pos	Units	Proc	Modifiers	Billed	Allowed	Deduct	Coins	Grp/RC	Amount	Claim Received	Prov Paid
1538253026	10-04-10	11	1	98940	:AT	40.00	24.73	0.00	4.95			10-15-10	19.78
Policy:										CO-45	15.27		
Pat Resp:	4.95					40.00	24.73	0.00	4.95		15.27		19.78
Claims Total:													

Print - or Save as PDF - a copy of the EOB

Electronic Remittance Advice Posting in RM- a Demonstration

# Step 2- View Totals

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<b>Remit Totals</b>	<u>Total Remit Amt</u>	<u>Total To Post</u>
Billed:	212.00	
Paid:	-67.03	-67.03
Adjust:	-128.20	-48.20
Patient:	-16.77	-16.77

Billed is the amount billed for all charges on this EOB.

Paid is the amount of the check. If the columns aren't equal, there are charges that cannot be posted – transactions can't be found, etc.

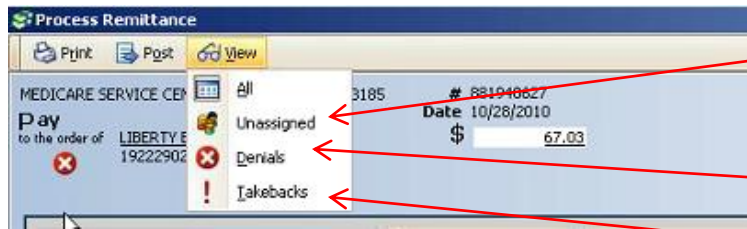
Adjustments are total adjustments for the check – if the columns aren't equal - it is because an adjustment is not posting –

Patient is total of Patient Responsibility



# Step 3 – View Denials, Unassigned and Takeback Transactions

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Unassigned means the insurance cannot be found

Denials are payments with zero amounts

Takebacks are insurance takebacks

Post ?	Remit Code	Posting Code	Type	PST	Amount
<input type="checkbox"/>	ASHRI000X357110/13/10 98940 AT				40.00
<input checked="" type="checkbox"/>	ASHRI000 10/13/10 98940 AT				0.00
<input type="checkbox"/>		MEDIPAY	Ins Pay	Secondary	0.00
<input type="checkbox"/>	OA22			Secondary	-40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj 0.00] [Remainder 40.00]					
<input type="checkbox"/>	ASHRI000X357110/15/10 98940 AT				40.00
<input checked="" type="checkbox"/>	ASHRI000 10/15/10 98940 AT				0.00
<input type="checkbox"/>		MEDIPAY	Ins Pay	Secondary	0.00
<input type="checkbox"/>	OA22			Secondary	-40.00
Totals After Posting: [Ins1 0.00] [Ins2 0.00] [Ins3 0.00] [Adj 0.00] [Remainder 40.00]					

Processed as Primary, Forwarded to Additional Pa  
 Claim # ELKBR000X3538  
 ELKINS, BRENDA  
 547064367A

Remit Amount	Ready To Post
Billed: 52.00	
Paid: -27.47	-27.47
Adjust: -17.66	-17.66
Patient: -6.87	-6.87

Other Info   Other Amounts   Remarks

Provider ID: 1538253026  
 Crossover Name: THE REGENCE GROUP (BL...  
 Crossover ID: 00010

# Detail of Transactions – Current totals

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Post?	Remit Code	Posting Code	Type	PST	Amount
<input type="checkbox"/>	ELKBR000XX353810/08/10 98941 AT ELKBR000 10/08/10 98941 AT				52.00
<input checked="" type="checkbox"/>		MEDIAPAY	Ins Pay	Primary	-27.47
<input checked="" type="checkbox"/>	CO45	MEDIADJ	Ins Adjust	Primary	-17.66
<input checked="" type="checkbox"/>	PR2	PATRESP	Comment	Primary	-6.87
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj -17.66] [Remainder 6.87]					

Top line shows the line item from the EOB file

Second Line shows the transaction as it is in Medisoft before this EOB is applied

Headers for this line are above the column labels.

The far right column contains the dollar amounts of payment, adjustments and patient responsibility.

The bottom row shows the totals as they will be if posted as above. This row will be shaded yellow if there is would be a credit balance after posting transactions

# Step 4 - Make Changes to Postings

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Post?	Remit Code	Posting Code	Type	PST	Amount
<input type="checkbox"/>	ELKBR000X353810/08/10 98941 AT				52.00
<input checked="" type="checkbox"/>		MEDIAPAY	Ins Pay	Primary	-27.47
<input checked="" type="checkbox"/>	C045	MEDIADJ	Ins Adjust	Primary	-17.66
<input checked="" type="checkbox"/>	PR2	PATRESP	Comment	Primary	-6.87
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj -17.66] [Remainder 6.87]					

Unchecking a box will change the line item and the Remit Totals

<input type="checkbox"/>	ELKBR000X353810/08/10 98941 AT				52.00
<input type="checkbox"/>	ELKBR000 10/08/10 98941 AT				52.00
<input checked="" type="checkbox"/>		MEDIAPAY	Ins Pay	Primary	-27.47
<input type="checkbox"/>	C045	MEDIADJ	Ins Adjust	Primary	-17.66
<input checked="" type="checkbox"/>	PR2	PATRESP	Comment	Primary	-6.87
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj 0.00] [Remainder 24.53]					

Electronic Remittance Advice Posting in RM- a Demonstration

# Make Changes to Posting

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Post ?	Remit Code	Posting Code	Type	PST	Amount
<input type="checkbox"/>	ELKBR000XX353810/08/10 98941 AT				
<input type="checkbox"/>	ELKBR000 10/08/10 98941 AT	52.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>		MEDIJAY	Ins Pay	Primary	-27.47
<input checked="" type="checkbox"/>	C045	MEDIADJ	Ins Adjust	Primary	-17.66
<input checked="" type="checkbox"/>	PR2	PATRESP	Comment	Primary	
Totals After Posting: [Ins1 -27.47] [Ins2 0.00] [Ins3 0.00] [Adj 0.00]					
<input type="checkbox"/>	LINRI000XX354810/04/10 98940 AT				
<input type="checkbox"/>	LINRI000 10/04/10 98940 AT	40.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>		MEDIJAY	Ins Pay	Primary	
<input checked="" type="checkbox"/>	C045	MEDIADJ	Ins Adjust	Primary	
<input checked="" type="checkbox"/>	00?	DATRFSD	Comment	Primary	

Billed: \_\_\_\_\_  
 Paid: \_\_\_\_\_  
 Adjust: \_\_\_\_\_  
 Patient: \_\_\_\_\_

Back	CE	C
MC	7	8
MR	4	5
MS	1	2
M+	0	+/-

Amounts may also be changed by typing in a new amount

# Step 5 - Post the Check

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- Once all line items are checked to users satisfaction, the check can be posted by clicking the 'Post' button at the top of the screen. The following screen appears with posting options.

Choose the payment code (default is most often used)

Choose the posting date – check date is the date check was issued. Many users prefer to use the date the check was deposited in the bank. THIS DATE WILL APPEAR IN DEPOSIT SCREEN AND AS THE DATE OF PAYMENT IN LEDGER

Choose payment type – 'Check' for paper checks, 'Electronic' for EFT.

Choose Deposit Code if used

# Step 6 -The Post Posting Report - Detail

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- Report is automatically generated when remit is posted.
- Report should be reviewed to ensure all payments and adjustments posted as expected.
- All boxes should be checked. An unchecked box is an exception

835 Electronic Remittance Posting Summary		Check Date: 10/28/2010	Check Amount: \$67.03	Check/EFT #: 881940627
From: MEDICARE SERVICE CENTER 900 42ND STREET SOUTH FARGO ND 581032146	To: [REDACTED]	NPI: [REDACTED]		W 98370 A
Original File Name: ERA-MCARE_B_WA-201010271030-001.esa	Current File Name: 2010-10-28-01-14-46_835.esa			
BRENDA	ID: 5	Acnt: 3538	Processed As Primary, Forwarded	ICN: 1110288352100
Corrected Insured = , , L	Set to Post?		Crossover Carrier: THE REGENE GROUP (BLUE SHIELD)	
<input checked="" type="checkbox"/>	10-08-10	98941:AT	Billed Amt: 52.00	Paid Amt: -27.47
<input checked="" type="checkbox"/>	10-08-10	98941	-27.47 MEDIAPAY I	
<input checked="" type="checkbox"/>	10-08-10	98941 CO45	-17.66 MEDIADJ T	
<input checked="" type="checkbox"/>	10-08-10	98941 PR2	-6.87 PATRESP Z	
RICHARD	ID: 4	Acnt: 3548	Processed As Primary, Forwarded	ICN: 1110288352040
Set to Post?			Crossover Carrier: UNITEDHEALTH GROUP	
<input checked="" type="checkbox"/>	10-04-10	98940:AT	Billed Amt: 40.00	Paid Amt: -19.78
<input checked="" type="checkbox"/>	10-04-10	98940	-19.78 MEDIAPAY I	
<input checked="" type="checkbox"/>	10-04-10	98940 CO45	-15.27 MEDIADJ T	
<input checked="" type="checkbox"/>	10-04-10	98940 PR2	-4.95 PATRESP Z	
ELEANOR	ID: [REDACTED]	Acnt: 3557	Processed As Primary, Forwarded	ICN: 1110288352050
Set to Post?			Crossover Carrier: WPS - TRICARE FOR LIFE	
<input checked="" type="checkbox"/>	10-08-10	98940:AT	Billed Amt: 40.00	Paid Amt: -19.78
<input checked="" type="checkbox"/>	10-08-10	98940	-19.78 MEDIAPAY I	
<input checked="" type="checkbox"/>	10-08-10	98940 CO45	-15.27 MEDIADJ T	
<input checked="" type="checkbox"/>	10-08-10	98940 PR2	-4.95 PATRESP Z	

This adjustment did NOT post

# The Post Posting Report - Totals

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Report Totals	Patient Resp	Adjustment Amt	TakeBack Amt	Provider Paid
Remit Total:	16.77	88.20	0.00	67.03

11/01/10 11:41 Revenue Management Pg.1 of 2  
COMPUHEALTH NW

Posted	-16.77	-30.54	0.00	-67.03
UnPosted	0.00	57.66	0.00	0.00

Denied Claims: 3601 ASHTON, RICHARD 553684174A 10-13-2010 10-15-2010 80.00

**Provider Level Adjustments Total:**

2	Coinsurance Amount
22	This care may be covered by another payer per coordination of benefits.
45	Charge exceeds fee schedule/maximum allowable or contracted/legislated fee arrangement. (Use Group Codes PR or CO depending upon liability).

- 3 rows – Remit Total, Posted and Unposted
- 4 columns – Patient Responsibility, Adjustment Amount, Takeback Amount and Provider Paid
- The Remit Total and Posted lines should be equal.
- Use the 'Unposted' line to find exception and unposted totals. Use the detail lines to find specific transactions with anomalies.
- Unposted payments will show as such in deposit screen of Medisoft.

Electronic Remittance Advice Posting in RM- a Demonstration

# Save the Report and Archive the file

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- Print or save the Posting report.
- Click 'Archive' to automatically keep a copy of the report in an archive and remove it from the list



# End of Day Balancing

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- Posting a Remit electronically in Revenue Management for Medisoft uses the same methodology as a human keying the transactions.
- All reports used to balance end of day work the same – Payment Day Sheets, Deposit Reports and Aging Reports all reflect the actions of Electronically posted Remits.
- Any payments contained in a Remit and not posted in the process will show as unapplied and can be applied manually.
- Any adjustments or corrections can be applied to the Electronically posted payment in the same manner they would be done to manually posted payments.