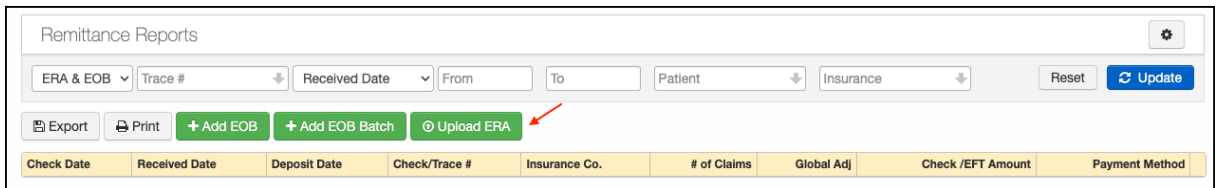


Manually uploading ERAs

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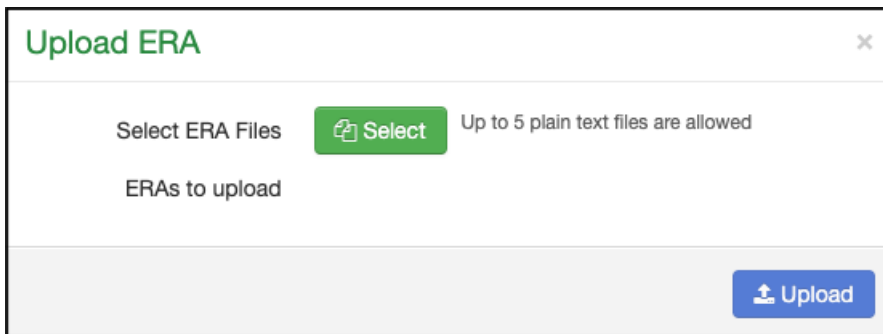
In DrChrono, you have the option of manually uploading ERAs, if for some reason it doesn't come through your clearinghouse automatically.

1. Navigate to **Billing > Remittance Reports**.
2. Select **Upload ERA**



The screenshot shows the 'Remittance Reports' interface. At the top, there are several filters: 'ERA & EOB', 'Trace #', 'Received Date', 'From', 'To', 'Patient', and 'Insurance'. Below these filters are buttons for 'Export', 'Print', '+ Add EOB', '+ Add EOB Batch', and 'Upload ERA'. A red arrow points to the 'Upload ERA' button. Below the buttons is a table with columns: 'Check Date', 'Received Date', 'Deposit Date', 'Check/Trace #', 'Insurance Co.', '# of Claims', 'Global Adj', 'Check /EFT Amount', and 'Payment Method'.

3. Five plain text files can be uploaded at a time.



The screenshot shows the 'Upload ERA' dialog box. It has a title bar with 'Upload ERA' and a close button. The main content area contains the text 'Select ERA Files' followed by a green 'Select' button with a folder icon. To the right of the button, it says 'Up to 5 plain text files are allowed'. Below this, there is a section labeled 'ERAs to upload' which is currently empty. At the bottom right of the dialog, there is a blue 'Upload' button with an upward arrow icon.

Once the file is successfully uploaded, the staff member who initiated the upload will receive a confirmation to the email address on file.