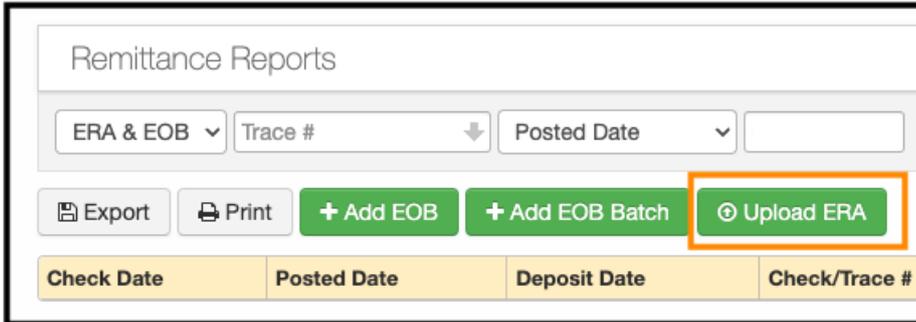


Manually uploading ERAs

07/08/2024 7:13 pm EDT

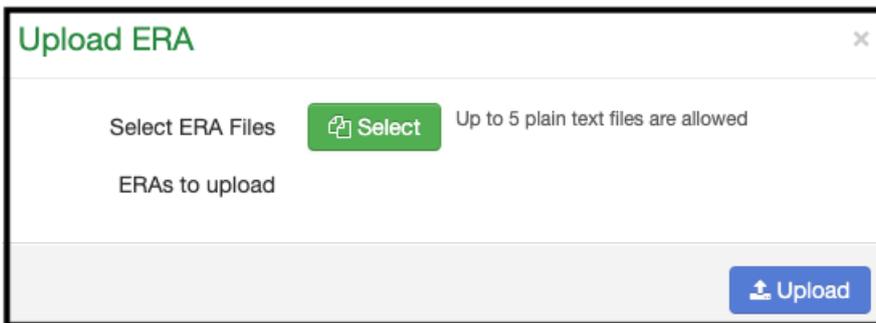
In DrChrono, you have the option of manually uploading ERAs, if for some reason it doesn't come through your clearinghouse automatically.

The option is under **Billing > Remittance Reports**. The option is titled **Upload ERA**.



The screenshot shows the 'Remittance Reports' interface. At the top, there is a search bar with the text 'Remittance Reports'. Below this are several filters: 'ERA & EOB' with a dropdown arrow, 'Trace #' with a dropdown arrow, and 'Posted Date' with a dropdown arrow. Below the filters are four buttons: 'Export', 'Print', '+ Add EOB', '+ Add EOB Batch', and 'Upload ERA'. The 'Upload ERA' button is highlighted with an orange border. Below the buttons is a table with four columns: 'Check Date', 'Posted Date', 'Deposit Date', and 'Check/Trace #'.

You can upload up to 5 plain text files at a time.



The screenshot shows the 'Upload ERA' dialog box. The title bar says 'Upload ERA' with a close button (X). The main content area has the text 'Select ERA Files' followed by a green 'Select' button with a file icon. To the right of the 'Select' button is the text 'Up to 5 plain text files are allowed'. Below this is the text 'ERAs to upload'. At the bottom right of the dialog box is a blue 'Upload' button with an upload icon.

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