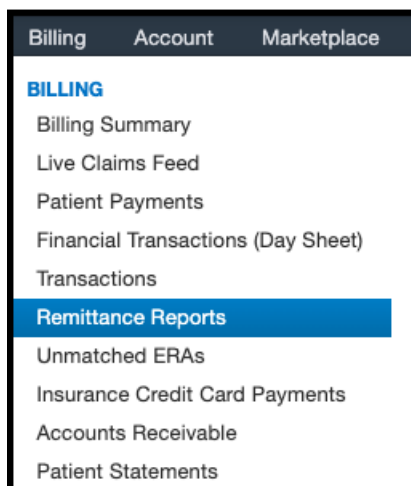


# Sorting of ERA/Remittance Report Files

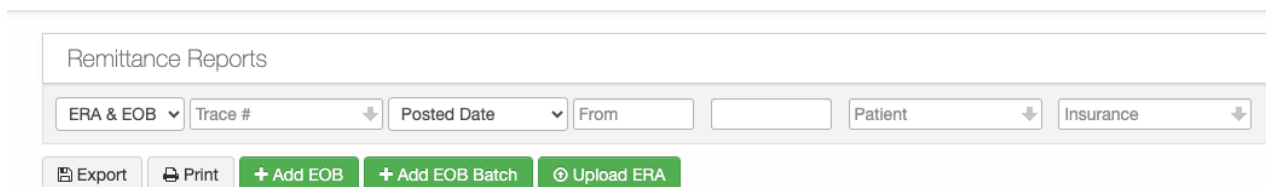
07/08/2024 7:18 pm EDT

While working through your ERA or Remittance Report Files, reviewing them in the order in which they were posted is helpful. This way a simple scroll can lead you to the exact remit you want.

- All of your ERAs are located under **Billing > Remittance Reports**.



- Once inside the Remittance Report Section, you will see the following header.



- All of your remits will automatically be listed, in order of posted date with the most current date first.
- You can use the filters at the top of the screen to narrow down your search if you are looking for something specific. Your options include:
  - ERA, EOB, or both
  - Trace or tracking number
  - Posted Date, Check Date, or EOB Deposit Date
  - A date or date range
  - Patient
  - Insurance/Payer
- Once you have made your selections, click on the blue **Update** on the right of the screen, and the system will update to your specific selections.