Sorting of ERA/Remittance Report Files

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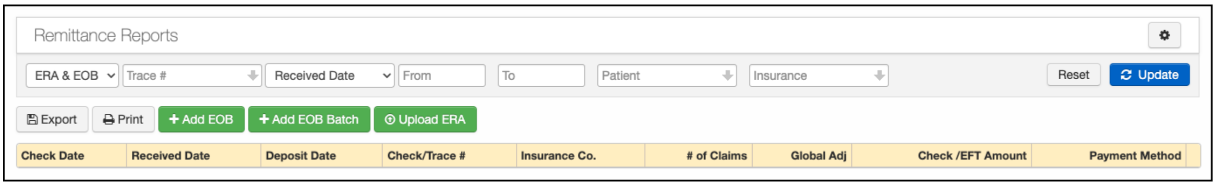
While working through your ERA or Remittance Report Files, reviewing them in the order in which they were posted is helpful. This way a simple scroll can lead you to the exact remit you want.

1. All of your ERAs are located under **Billing > Remittance Reports**.
2. Once inside the Remittance Report Section, you will see the following header.



3. All of your remits will automatically be listed, in order of posted date with the most current date first.
4. You can use the filters at the top of the screen to narrow your search if you want something specific. Your options include:
    a. ERA, EOB, or both
    b. Trace or tracking number
    c. Received Date, Check Date, or EOB Deposit Date
    d. A single date or date range
    e. Patient
    f. Insurance/Payer
5. Once you have selected, press the blue **Update** on the right of the screen, and the system will update your selections.