

Manually verifying ERAs prior to posting

07/08/2024 7:23 pm EDT

As ERAs are received from the clearinghouse, they will automatically post to your patient's appointments. If you would like to verify that you have received the deposit or check before the ERA posts to your patient's appointments, the system can do that for you as well.

There is an edit that will need to be turned on in the background to hold the ERAs in your Remittance Reports section and not post them until you manually verify them. You can reach out to your account manager or support and ask them to turn on the "verify era before posting" edit. The ERAs will be held at a practice level and will be posted for all providers/all patients as soon as it is manually verified.

Once the edit is turned on, any ERAs that are received from the clearinghouse will still be found under Billing > Remittance Report. Any ERA that needs manual verification will be listed at the top of the list with "Not Verified" listed on the far right of the screen.

Check Date	Posted Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Actual Paid	Adjusted	Patient Resp	Payment Method	
08/22/2022	08/19/2022		[ERA]	UHC	13	\$843.90	\$0.00	\$843.90	\$9,703.68	\$459.08	Automated Clearing House (ACH)	Not Verified
08/19/2022	08/19/2022		[ERA]	ANTHEM	10	\$1,755.42	\$0.00	\$1,755.42	\$10,160.40	\$304.18	Automated Clearing House (ACH)	Not Verified
08/19/2022	08/18/2022		[ERA]	AETNA-AMERICAN CONTINENTAL INSURANCE COMPANY	1	\$24.43	\$0.00	\$24.43	\$0.00	\$0.00	Automated Clearing House (ACH)	Not Verified
08/19/2022	08/18/2022		[ERA]	AETNA-AMERICAN CONTINENTAL INSURANCE COMPANY	1	\$35.52	\$0.00	\$35.52	\$0.00	\$0.00	Automated Clearing House (ACH)	Not Verified
08/19/2022	08/19/2022		[ERA]	HUMANA	1	\$67.05	\$0.00	\$67.05	\$736.62	\$30.00	Automated Clearing House (ACH)	Not Verified

	Payment Method	
8	Automated Clearing House (ACH)	Not Verified
8	Automated Clearing House (ACH)	Not Verified
0	Automated Clearing House (ACH)	Not Verified
0	Automated Clearing House (ACH)	Not Verified
0	Automated Clearing House (ACH)	Not Verified

Once you have verified that you have received the corresponding payment (listed under the ERA Paid column), you will need to first click on the blue check/trace # to see the details of the ERA.

Next, click on the down arrow next to the blue Actions button. You will then want to select "Mark ERA Verified".

ERA List from UHC

Trace Number

← Remittance Reports **Action**

No.	Patient
1	

- Print
- Export to File
- Read Source
- Export Source
- Archive Transactions
- Unarchived Transactions
- Mark ERA Verified

Once you select "Mark ERA Verified" two things will happen:

- The individual transaction lines will post to each patient appointment.
- The red "unverified" will change to "verified".

08/11/2022	08/15/2022	08/15/2022	[EOB]	Blue Cross and Blue Shield of Alabama	1	\$7.26	\$0.00	\$7.26	\$0.00	\$0.00	Check	Verified
08/09/2022	08/15/2022	08/15/2022	[EOB]	MANHATTAN LIFE ISNURANCE	1	\$17.28	\$0.00	\$17.28	\$0.00	\$0.00	Check	Verified
08/03/2022	08/15/2022	08/15/2022	[EOB]	Clover Health formerly Carepoint Health Plan	1	\$33.25	\$0.00	\$33.25	\$104.75	\$0.00	Check	Verified
05/30/2022	08/16/2022	08/16/2022	[EOB]	Aetna Health Plans	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Check	Verified

Check	Verified
Check	Verified
Check	Verified
Check	Verified