Where do I find all my ERAs and EOBs?

All of your ERAs and EOBs are only a few clicks away. Follow the below instructions:

1. Navigate to **Billing > Remittance Reports.**

2. You have four (4) options to search:

   a. Trace/check #

   b. Patient's name

   c. Insurance name

   d. Received date

3. You only need to enter one of those search criteria to look up your ERAs and EOBs. If no search criteria are entered, your ERAs and EOBs will be listed in the order they are received/uploaded, with the most recent showing on top.

4. Press **Update Filters** to search with the information you have just entered. This will provide you the list of ERAs and EOBs that meet the parameters you set or leave them blank and you will see all of your ERAs and EOBs.

5. From this screen, you can see:

Check Date	Received Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Check /EFT Amount	Adjusted	Patient Resp	Payment Method

   a. **Check Date** - Date on the physical check or EFT deposit

   b. **Received Date** - Date the ERA was received or EOB was posted/entered into DrChrono

   c. **Deposit Date** - Date the physical check is deposited

d. **Check / Trace #** - Number on the physical check or ERA trace number

e. **Insurance Co** - Payer sending the ERA/EOB

f. **# of claims** - If ERA, this number will tell you the number of patient claims included

g. **ERA Paid -** Total amount paid on the ERA

h. **Global Adj** - If any global adjustments are taken on the ERA, they will be totaled here

i. **Check / EFT Amount** - The total amount paid if any global adjustments were taken

j. **Adjusted** - The total amount adjusted for all patient claims included

k. **Patient Resp** - The total patient responsibility

l. **Payment Method** - how the payer is sending any funds due to the provider

    i. **Check** - payer paper check

    ii. **ACH** - automated clearing house - aka EFT

6. Press the blue **Check/Trace #** for additional information regarding the particular ERA/EOB.