

# How to Post a Retraction Payment from the Insurance Company?

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Sometimes a payer will retract a payment from an appointment that was previously paid.

An example would be when the patient was not eligible on the date of service. They could have paid the claim with the information that the patient was active but subsequently received information (usually from their employer) that the patient was not eligible on the date of service. They audit their system and sometimes find where they have paid out on a claim they shouldn't have; thus the retraction.

If the retraction comes in on an ERA, it will be posted for you. The directions below will assist if you need to post it manually.

1. Navigate to **Billing > Live Claims Feed**.
2. Select the patient for whom the payment has been retracted and enter their billing details.
3. Scroll down to the bottom where the payment is posted.

Code/Check Date	Description	Mod/Posted Date	Service Date	EPSDT	Qty/Min	Dx Pointers	Price	Billed	Allowed	Adjmt	Ins 1 paid	Ins 2 paid	Pt Paid	Ins Bal	Pt Bal	Status/Adj Type
Totals:								\$150.00	\$125.00	\$25.00	\$0.00	\$0.00	\$25.00	\$100.00	\$0.00	✓ Paid In Full
99213					1.00	1 0 0 0	150.00	\$150.00	\$125.00	\$25.00	\$0.00	\$0.00	\$25.00	\$100.00	\$0.00	Paid In Full
11/03/2020	11/03/2020	Check # 12345								Adjmt Reas: Insurance Payme	100.00	0	[1] Aetha	0: Settled		
11/03/2020	11/03/2020	Check # 12345								Adjmt Reas: 45: Charge exce	25.00	0	[1] Aetha	0: Settled		ADJ INSURER
11/03/2020	11/03/2020	Check # 12345								Adjmt Reas: 2: Coinsurance A	25.00	0	[1] Aetha	0: Settled		PATIENT RESP
11/02/2020	11/03/2020									Method: Cash			25.00			

4. Press on the **blue + sign** and add as many rows as you need (1 for Insurance Payment; 1 for contractual adjustment; 1 for copay, plus any additional that are listed on the EOB)

Code/Check Date	Description	Mod/Posted Date	Service Date	EPSDT	Qty/Min	Dx Pointers	Price	Billed	Allowed	Adjmt	Ins 1 paid	Ins 2 paid	Pt Paid	Ins Bal	Pt Bal	Status/Adj Type
Totals:								\$150.00	\$125.00	\$25.00	\$0.00	\$0.00	\$25.00	\$100.00	\$0.00	✓ Paid In Full
99213					1.00	1 0 0 0	150.00	\$150.00	\$125.00	\$25.00	\$0.00	\$0.00	\$25.00	\$100.00	\$0.00	Paid In Full
11/03/2020	11/03/2020	Check # 12345								Adjmt Reas: Insurance Payme	100.00	0	[1] Aetha	0: Settled		
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11/02/2020	11/03/2020									Method: Cash			25.00			

5. Post the payment, contractual adjustment, and any patient responsibility as negative amounts using code 22 to designate it as a reversal of the previous payment. Posting negative amounts to each line item to reverse them.

Code/Check Date	Description	Mods/Posted Date	Service Date	Qty/Min	Dx Pointers	Price	Billed	Allowed	Adjmt	Ins 1 paid	Ins 2 paid	Pt Paid	Ins Bal	Pt Bal	Status/Adj Type
Totals:							\$150.00	\$125.00	\$25.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00	Ready to Bill
99213			From date	To date	1.00	1	0	0	0	150.00					
02/13/2025		02/18/2025	Check #	123456			Insurance Payme		100.00	0	[1] Aetna	0: Settled			
02/18/2025		02/18/2025	Check #	123546			45: Charge excee		25.00	0	[1] Aetna	0: Settled			ADJ INSURER
02/18/2025		02/18/2025	Check #	123546			2: Coinsurance Ai		25.00	0	[1] Aetna	0: Settled			PATIENT RESP
02/18/2025		02/18/2025	Check #				Insurance Payme		-100.00	0	[1] Aetna	22: Reversal c			
02/18/2025		02/18/2025	Check #				Insurance Payme		-25.00	0	[1] Aetna	22: Reversal c			
02/18/2025		02/18/2025	Check #				Insurance Payme		-25.00	0	[1] Aetna	22: Reversal c			

6. Once entered press **Verify & Save**.

Now, the insurance balance will show as outstanding and you can proceed with either appealing the retraction, billing the patient, or adjusting the balance, depending on the situation.

Please be sure to add the EOB/Correspondence to your Remittance Report section so that the image is available on demand within the appointment. For instructions on how to attach an EOB, please see [this](#) article.