

How Can I Reconcile the ERA and EOB payments?

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You can generate a report from the Remittance Report and use it to validate your bank statement to ensure that you have received all deposits and/or checks that match with ERAs and EOBs posted to your account.

1. Navigate to **Billing > Remittance Reports**.
2. You can search by both ERA & EOB, ERA or EOB individually, Trace#, Date Range, Patient name/Chart ID, or Insurance name/Payer ID.

The screenshot shows the 'Remittance Reports' search interface. It includes a search bar with a dropdown menu set to 'ERA & EOB'. Below the search bar are fields for 'Trace #', 'Received Date' (with 'From' and 'To' sub-fields), 'Patient', and 'Insurance'. There are 'Reset' and 'Update' buttons. Below the search bar are buttons for 'Export', 'Print', '+ Add EOB', '+ Add EOB Batch', and 'Upload ERA'. At the bottom, a table header is visible with columns: Check Date, Received Date, Deposit Date, Check/Trace #, Insurance Co., # of Claims, Global Adj, Check /EFT Amount, and Payment Method.

3. This will list all the ERA/EOB received from insurance payers. You have the option to print and export to an MS Excel spreadsheet also, to verify that you received the funds listed under the **Paid** column as either a paper check or electronic funds transfer (EFT) to your bank account.

The screenshot shows the results of the search. The table has the following columns: Check Date, Received Date, Deposit Date, Check/Trace #, Insurance Co., # of Claims, ERA Paid, Global Adj, Check /EFT Amount, Adjusted, Patient Resp, and Payment Method. The table contains 8 rows of data. Each row has a pencil icon in the Deposit Date column and 'ERA' and 'Attach EOB' links in the Payment Method column.

Check Date	Received Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Check /EFT Amount	Adjusted	Patient Resp	Payment Method
02/17/2025	02/17/2025		[ERA] DEMO24576878	PGBA, LLC	0	\$40.35	\$0.00	\$40.35	\$26.46	\$15.74	Check
02/17/2025	02/17/2025		[ERA] DEMO96382017	MEDICARE PART B	0	\$54.17	\$0.00	\$54.17	\$34.28	\$2.05	Automated Clearing House (ACH)
02/17/2025	02/17/2025		[ERA] DEMO84557382	MEDICARE PART B	0	\$941.33	\$0.00	\$941.33	\$874.62	\$335.48	Automated Clearing House (ACH)
02/17/2025	02/17/2025		[ERA] DEMO33297549	FLORIDA BLUE	0	\$1,076.60	\$0.00	\$1,076.60	\$645.91	\$214.13	Check
02/15/2025	02/15/2025		[ERA] DEMO27219451	FLORIDA BLUE	0	\$1,300.84	\$0.00	\$1,300.84	\$897.42	\$29.84	Automated Clearing House (ACH)
02/15/2025	02/15/2025		[ERA] DEMO89254361	FLORIDA BLUE	1	\$1,354.37	\$0.00	\$1,354.37	\$857.17	\$41.65	Check
02/15/2025	02/15/2025		[ERA] DEMO18748274	MEDICARE PART B	1	\$213.60	\$0.00	\$213.60	\$133.77	\$39.94	Check
02/14/2025	02/14/2025		[ERA] DEMO28488292	PGBA, LLC	0	\$52.40	\$0.00	\$52.40	\$38.26	\$31.00	Automated Clearing House (ACH)

ERAs (or 835 files) are uploaded as they are received throughout the day from the clearinghouse. What is listed in the morning could look different than what it looks like at the mid-point of your day and different from what it might look like at the end of the day. The most current ERA will always be listed on top.

Also, note that receiving the ERA a day or two before receiving the physical check or EFT deposit is not unusual. The dates listed under Check Date and Posted Date will help you identify those in transit payments.

You can add a deposit date for each remittance report by selecting the pencil icon on the row for the payment.

Remittance Reports

ERA & EOB Trace # Received Date 01/21/2025 02/20/2025 Patient Insurance Reset Update

Export Print Add EOB Add EOB Batch Upload ERA 1 - 31 OF 31

Check Date	Received Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Check /EFT Amount	Adjusted	Patient Resp	Payment Method	
02/17/2025	02/17/2025		[ERA] DEMO24576878	PGBA, LLC	0	\$40.35	\$0.00	\$40.35	\$26.46	\$15.74	Check	Edit ERA Attach EOB
02/17/2025	02/17/2025		[ERA] DEMO96382017	MEDICARE PART B	0	\$54.17	\$0.00	\$54.17	\$34.28	\$2.05	Automated Clearing House (ACH)	Edit ERA Attach EOB
02/17/2025	02/17/2025		[ERA] DEMO64557382	MEDICARE PART B	0	\$941.33	\$0.00	\$941.33	\$874.62	\$335.48	Automated Clearing House (ACH)	Edit ERA Attach EOB
02/17/2025	02/17/2025		[ERA] DEMO33297549	FLORIDA BLUE	0	\$1,076.60	\$0.00	\$1,076.60	\$645.91	\$214.13	Check	Edit ERA Attach EOB
02/15/2025	02/15/2025		[ERA] DEMO27219451	FLORIDA BLUE	0	\$1,300.84	\$0.00	\$1,300.84	\$897.42	\$29.84	Automated Clearing House (ACH)	Edit ERA Attach EOB
02/15/2025	02/15/2025		[ERA] DEMO89254361	FLORIDA BLUE	1	\$1,354.37	\$0.00	\$1,354.37	\$857.17	\$41.65	Check	Edit ERA Attach EOB
02/15/2025	02/15/2025		[ERA] DEMO18746274	MEDICARE PART B	1	\$213.60	\$0.00	\$213.60	\$133.77	\$39.94	Check	Edit ERA Attach EOB
02/14/2025	02/14/2025		[ERA] DEMO28488292	PGBA, LLC	0	\$52.40	\$0.00	\$52.40	\$36.26	\$31.00	Automated Clearing House (ACH)	Edit ERA Attach EOB

An Edit EOB/ERA window will open from there that allows you to add the deposit date.

Edit EOB/ERA ✕

Deposit Date:

[Submit](#)