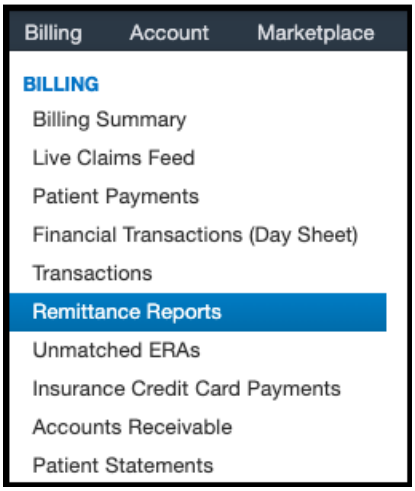
How Can I Reconcile the ERA and EOB payments?

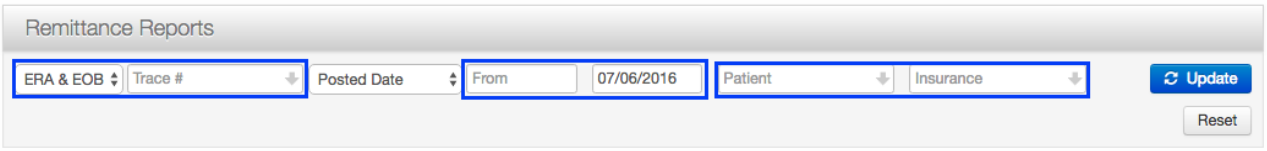
Last modified on 10/07/2024 10:42 am EDT

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.

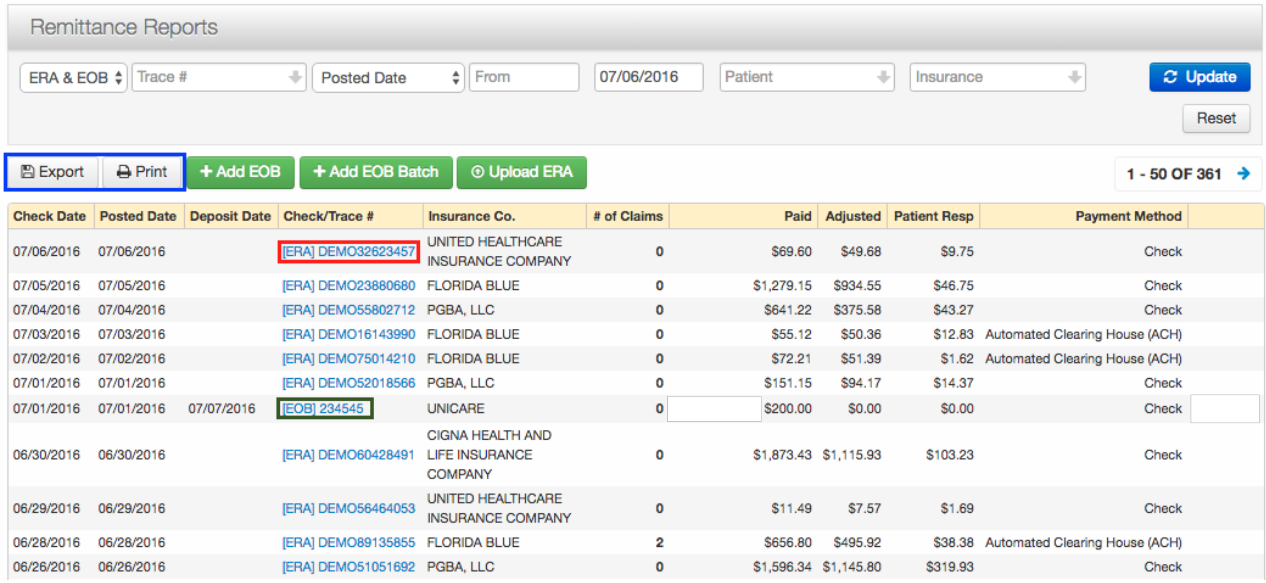
1. Hover over the **Billing** Tab and Choose **Remittance Reports.**



2. You can search either choose ERA & EOB, ERA or EOB, Trace#, Date Range, Patient name/Chart ID, or Insurance name/Payer ID.



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.

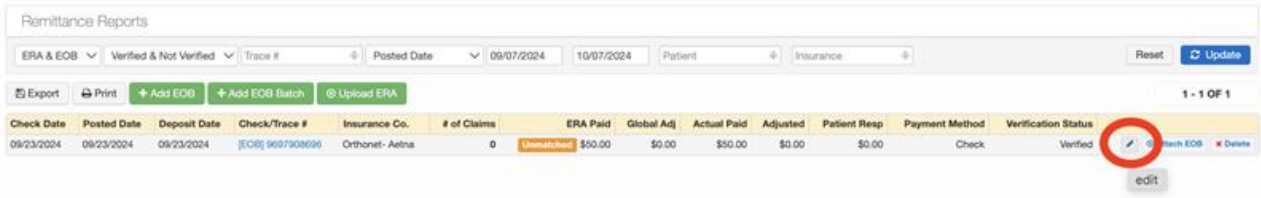
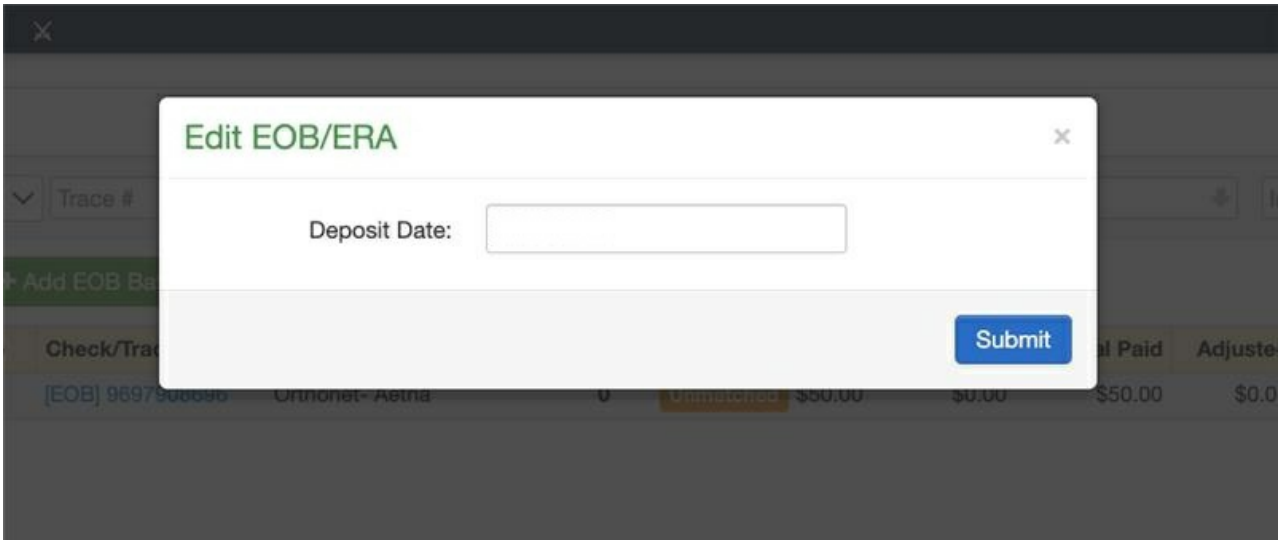


Check Date	Posted Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	Paid	Adjusted	Patient Resp	Payment Method
07/06/2016	07/06/2016		[ERA] DEMO32623457	UNITED HEALTHCARE INSURANCE COMPANY	0	$69.60	$49.68	$9.75	Check
07/05/2016	07/05/2016		[ERA] DEMO23880680	FLORIDA BLUE	0	$1,279.15	$934.55	$46.75	Check
07/04/2016	07/04/2016		[ERA] DEMO55802712	PGBA, LLC	0	$641.22	$375.58	$43.27	Check
07/03/2016	07/03/2016		[ERA] DEMO16143990	FLORIDA BLUE	0	$55.12	$50.36	$12.83	Automated Clearing House (ACH)
07/02/2016	07/02/2016		[ERA] DEMO75014210	FLORIDA BLUE	0	$72.21	$51.39	$1.62	Automated Clearing House (ACH)
07/01/2016	07/01/2016		[ERA] DEMO52018566	PGBA, LLC	0	$151.15	$94.17	$14.37	Check
07/01/2016	07/01/2016	07/07/2016	[EOB] 234545	UNICARE	0	$200.00	$0.00	$0.00	Check
06/30/2016	06/30/2016		[ERA] DEMO60428491	CIGNA HEALTH AND LIFE INSURANCE COMPANY	0	$1,873.43	$1,115.93	$103.23	Check
06/29/2016	06/29/2016		[ERA] DEMO56464053	UNITED HEALTHCARE INSURANCE COMPANY	0	$11.49	$7.57	$1.69	Check
06/28/2016	06/28/2016		[ERA] DEMO89135855	FLORIDA BLUE	2	$656.80	$495.92	$38.38	Automated Clearing House (ACH)
06/26/2016	06/26/2016		[ERA] DEMO51051692	PGBA, LLC	0	$1,596.34	$1,145.80	$319.93	Check

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, please 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 clicking on the pencil icon on the row for the payment.



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