How Can I Reconcile the ERA and EOB payments?

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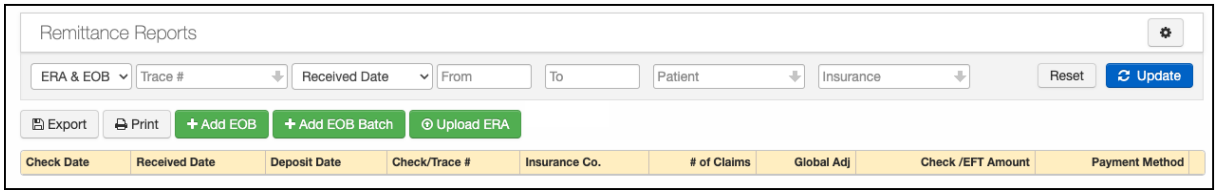
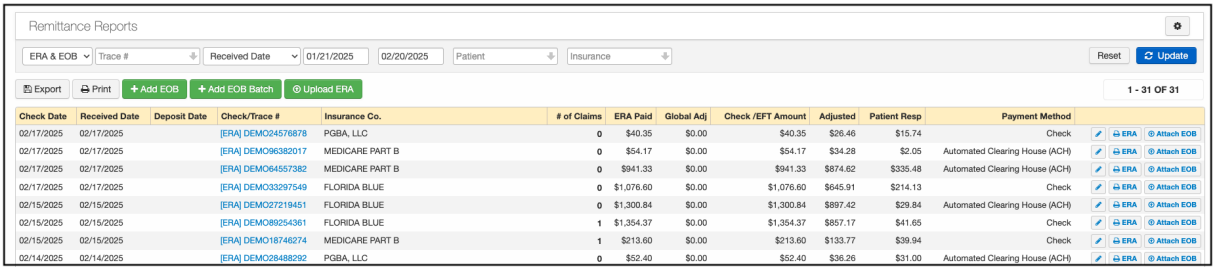
You can generate a report from the Remittance Report and use it to validate your bank statement to ensure that you have received all deposits and/or checks that match ERAs and EOBs posted to your account.

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.



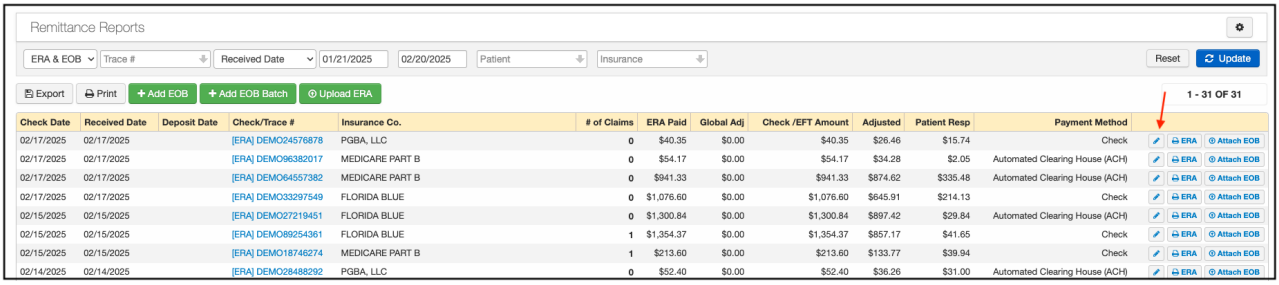
3. This will list all the ERA/EOB received from insurance payers. You have the option to print and export to an MS Excel spreadsheet also, to verify that you received the funds listed under the **Paid** column as either a paper check or electronic funds transfer (EFT) to your bank account.



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 midpoint 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.



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

