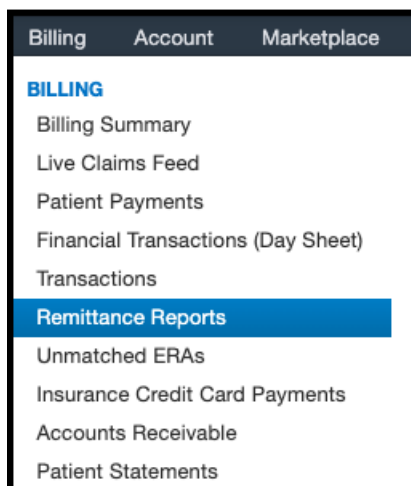


Sorting of ERA/Remittance Report Files

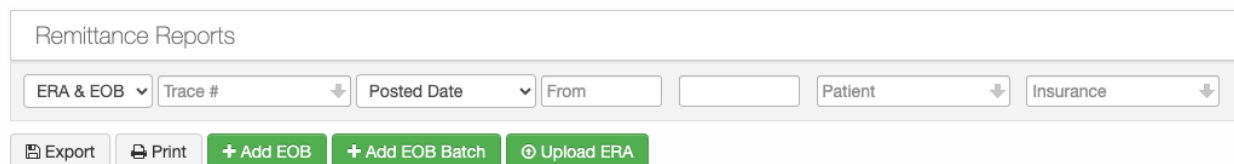
07/24/2024 9:16 pm EDT

While working through your ERA or Remittance Report Files, reviewing them in the order in which they were posted is helpful. This way a simple scroll can lead you to the exact remit you want.

- All of your ERAs are located under **Billing > Remittance Reports**.



- Once inside the Remittance Report Section, you will see the following header.

A screenshot of the 'Remittance Reports' header in a web application. The header is titled 'Remittance Reports' and contains several filters: 'ERA & EOB' (dropdown), 'Trace #' (text input with a dropdown arrow), 'Posted Date' (dropdown), 'From' (text input), 'Patient' (dropdown), and 'Insurance' (dropdown). Below the filters are four action buttons: 'Export' (with a document icon), 'Print' (with a printer icon), '+ Add EOB' (green button), '+ Add EOB Batch' (green button), and 'Upload ERA' (green button with a plus icon).

- All of your remits will automatically be listed, in order of posted date with the most current date first.
- You can use the filters at the top of the screen to narrow down your search if you are looking for something specific. Your options include:
 - ERA, EOB, or both
 - Trace or tracking number
 - Posted Date, Check Date, or EOB Deposit Date
 - A date or date range
 - Patient
 - Insurance/Payer
- Once you have made your selections, click on the blue **Update** on the right of the screen, and the system will update to your specific selections.