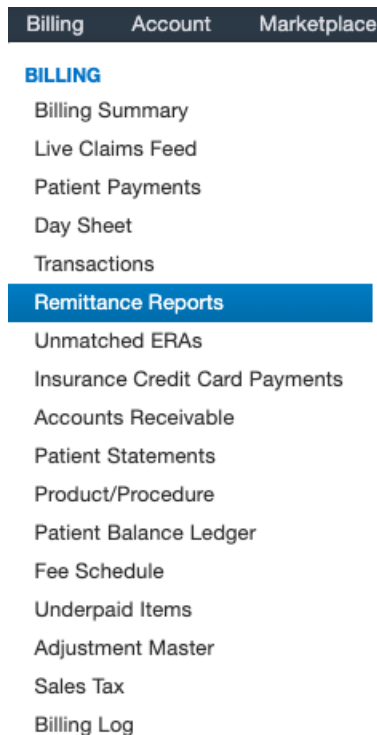


# Where do I find all my ERAs and EOBs?

07/24/2024 11:02 pm EDT

All of your ERAs and EOBs are only a few clicks away. Please follow the below instructions:

1. Hover over the **Billing** tab and select **Remittance Reports**.

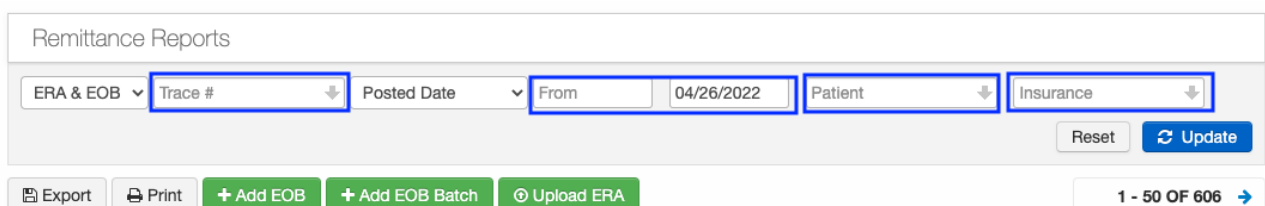


The screenshot shows a navigation menu with three tabs: 'Billing', 'Account', and 'Marketplace'. The 'Billing' tab is active and expanded, showing a list of options. 'Remittance Reports' is highlighted with a blue background. Other options include Billing Summary, Live Claims Feed, Patient Payments, Day Sheet, Transactions, Unmatched ERAs, Insurance Credit Card Payments, Accounts Receivable, Patient Statements, Product/Procedure, Patient Balance Ledger, Fee Schedule, Underpaid Items, Adjustment Master, Sales Tax, and Billing Log.

2. You have four (4) options to search:

- Trace/check #
- Patients name
- Insurance name
- Received date

You only need to enter one of those search criteria to look up your ERAs and EOBs. If no search criteria are entered, your ERAs and EOBs will be listed in the order they are received/uploaded, with the most recent showing on top.



The screenshot shows the 'Remittance Reports' search interface. It features a search bar with the text 'Remittance Reports'. Below the search bar, there are several search criteria: 'ERA & EOB' (dropdown), 'Trace #' (input field), 'Posted Date' (dropdown), 'From' (input field), '04/26/2022' (input field), 'Patient' (dropdown), and 'Insurance' (dropdown). There are 'Reset' and 'Update' buttons. At the bottom, there are buttons for 'Export', 'Print', '+ Add EOB', '+ Add EOB Batch', and 'Upload ERA'. A pagination indicator shows '1 - 50 OF 606' with a right arrow.

3. Click on **Update Filters** to search with the information you have just entered. This will provide you the list of ERAs and EOBs that meet the parameters you set or leave them blank and you will see all of your ERAs and EOBs.

Check Date	Posted Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Actual Paid	Adjusted	Patient Resp	Payment Method	
04/24/2022	04/24/2022		<a href="#">[ERA] DEMO14716352</a>	PGBA, LLC	2	\$2,713.91	\$0.00	\$2,713.91	\$1,402.06	\$174.58	Check	<a href="#">📄 Attach EOB</a>
04/23/2022	04/23/2022		<a href="#">[ERA] DEMO12257328</a>	CIGNA HEALTH AND LIFE INSURANCE COMPANY	0	\$12.01	\$0.00	\$12.01	\$7.26	\$0.00	Check	<a href="#">📄 Attach EOB</a>
04/23/2022	04/23/2022		<a href="#">[ERA] DEMO78695573</a>	UNITED HEALTHCARE INSURANCE COMPANY	0	\$1,636.96	\$0.00	\$1,636.96	\$1,318.74	\$99.93	Automated Clearing House (ACH)	<a href="#">📄 Attach EOB</a>
04/23/2022	04/23/2022		<a href="#">[ERA] DEMO12261549</a>	FLORIDA BLUE	4	\$1,727.27	\$0.00	\$1,727.27	\$1,298.79	\$311.24	Check	<a href="#">📄 Attach EOB</a>

4. From this screen, you can see:

Check Date	Posted Date	Deposit Date	Check/Trace #	Insurance Co.	# of Claims	ERA Paid	Global Adj	Actual Paid	Adjusted	Patient Resp	Payment Method
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- **Check Date** - date on the physical check, or EFT deposit
- **Posted Date** - date the ERA was received, or EOB was posted/entered into DrChrono
- **Deposit Date** - date the physical check is deposited
- **Check/Trace #** - number on the physical check, or ERA trace number
- **Insurance Co** - payer sending the ERA/EOB
- **# of claims** - if ERA, this number will tell you the number of patient claims including
- **ERA Paid** - the amount paid on the ERA. Does not include any Global Adjustments taken.
- **Global Adj** - if any global adjustments are taken on the ERA, they will be totaled here
- **Actual Paid** - the total amount paid if any global adjustments were taken
- **Adjusted** - total amount adjusted by the payer
- **Patient Resp** - total amount due from patients within the claims processed on this ERA/EOB
- **Payment Method** - how the payer is sending any funds due to the provider
  - **Check** - payer check
  - **ACH** - Automated Clearing House - aka EFT

5. Click on the blue Check/Trace # for additional information regarding the particular ERA/EOB.

Here is a [link](#) to a video that will walk you through your ERAs/EOBs (aka in DrChrono as Remittance Reports).