## Instructions to enter / edit / reconcile Medicare Remittance Advice

Action / Instruction	Screen Shot
<ol> <li>FINANCIAL - Receivables - Remittance Advice: select Medicare payer then click [Create New Remittance Advice] button.</li> </ol>	Remittance Advice - System Payer Selection Payer: Medicare - PPS Co RA Processing and Summary Information
2. Complete required fields (indicated by *) and amounts from summary page of RA then click [Enter Detail Patient Transactions] button.	Remittance Advice Entry- System Payer Selection         Payer: Medicare - PPS         RA Processing and Summary Information         Remittance Advice Entry- System Payer Selection         Date:       Paser Thru Amounts:         Days:       Capital:         Days:       Capital:         Covid;       Capital:         Charges:       Drive Medicate - Drive Medicate - Drive Medicate - Drive Medicate - Drive Payments:         Norv-Phys Anest:       Drive Payments:         Covid;       2,754.25         Norv-Phys Anest:       Drive Payments:         Proof Comp:       Payernets:         Msp Paymt:       Refunds:         Proof Comp:       Paite Refunds:         Proot Comp:       Advice Payments:
3. Click [Save-Create RA Transaction for New Patient] button, click search icon , search / select appropriate patient, complete required fields (indicated by *) and amounts from detail page of RA. Repeat this step for all patient transactions. When entries are completed, click [Save-Check RA Reconciliation Totals]	** Patient Name: THIRTYNINEPPS, TEST   ** ICN (DCN) #:   Patient Control #: 2094995837 ** ICN (DCN) #: Patient HIC #: B258963147 ** Claim: 64/20/2004-04/20/2004-04/20/2004-RAP * Claim: 64/20/2004-04/20/2004-04/20/2004-RAP * NACHG: Select Claim 04/20/2004-04/20/2004-04/20/2004-RAP * Name Change HICHG: IMPROVE INFORMATION OF CONSTRUCTION OF CONS

Action / Instruction	Screen Shot
4. When all patient detail	RA Processing and Summary Information
transactions equal	Remit ≠:         252525         RA Paid Date:         9/23/2005         ▼
amounts entered on	SUMMARY Claim Data: Pass Thru Amounts: Provider Payment Recap:
Summary RA entry	SUMMARY PAGE TOTALS CALCULATED TOTALS VARIANCE
screen, the remittance	Days:
advice will be saved	Cost: 0.00
and its status updated	Covdy: 0.00
to 'Closed / Balanced'.	Ncovdy:
Should the patient	Charges:
detail transactions not	Covd:         2,754.25         1,200.00         1,554.25           Ncovd:         0.00
equal amounts entered	
on Summary RA entry	
screen, the remittance	Prof Comp: 0.00
advice balancing	Msp Paymt: 0.00
screen will be	Deductibles: 0.00 CoInsurance: 0.00
displayed, each field	Pat Refund: 0.00
causing a variance	Interest:         0.00           Contract Adj:         0.00
condition will be	Proc Cd Amount: 0.00
indicated by an $\mathbf{X}$ .	Net Reimb: 0.00
-	
Click [View and Adjust	
Details] button to	View and Adjust Details
correct patient entries.	Enter Detail Patient Transac Cancel/Exit
5. The patient	RA Patient Transaction Entry
transactions are	Remit #:         252525         RA Paid Date:         9/23/2005         ▼
displayed in a grid in	Patient Name         Patient Control ≠         HIC ≠         From Date         To Date         Type of Bill           THIRTYNINEPPS, TEST         2094995837         B258963147         04/20/2004         04/20/2004         322
upper portion of form,	THIRTYNINEPPS, TEST         2094995837         B258963147         04/20/2004         04/20/2004         322
click box to the left of	Patient Name: THIRTYNINEPPS, TEST     Patient Control #: 2094995837
the patient name to	Patient Name: THIRTYNINEPPS, TEST     Patient Control #: 2094995837     ICN (DCN) #: 1     Patient HIC #: B258963147
select that grid row	* Claim: 04/20/2004-04/20/2004-F ♥ 'From' Date: 4/20/2004 ♥ 'To' Date: 4/20/2004 ♥ Claim Status:
and the detail	NACHG: O QC - No Name Change 0 74 - Name Change HICHG: O N - No HIC Change 0 C- HIC Change
transaction will be	Reason Codes:         Remarks Codes:         Column Codes:         Codes: <thcodes:< th=""> <thcodes:< th="">         Cod</thcodes:<></thcodes:<>
displayed in lower	Type of Bill: 322     DRG Outlier Amt: 0     Co-Insurance: 0     Cost: 0     Capital Pay Code: Covered Chg: 1,200.00
portion of form. Each	COVDY: 0 MSP Payment: 0.00 Non-Covered Chg: 0.00
field causing a	NCOVDY: 0 Deductibles: 0.00 Denied Chg: 0.00
variance condition is	DRG #:         0         Patient Refund:         0.00         Contract Adj:         0.00           Outlier Code:         ERSD Net Adj:         0.00         Per Diem Rate:         0.00
	Prof Comp:         0.00         Interest:         0.00         Prod Cd Amt:         0.00
highlighted as a visual	DRG Amount: 0.00 Net Reimb: 0.00
aid in verifying the	* Required Fields
entry. Correct entries	Save - Create RA Transaction For New I Enter Summary Totals Informa
and then reconcile RA.	Save - Create RA Transaction For New J Save - Create RA Transaction For Same View / Print Remit Advice
	Save - Check RA Reconciliation Totals Save/Exit Cancel/Exit