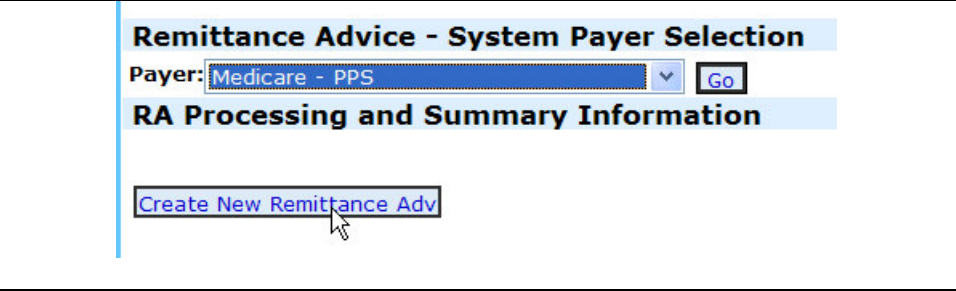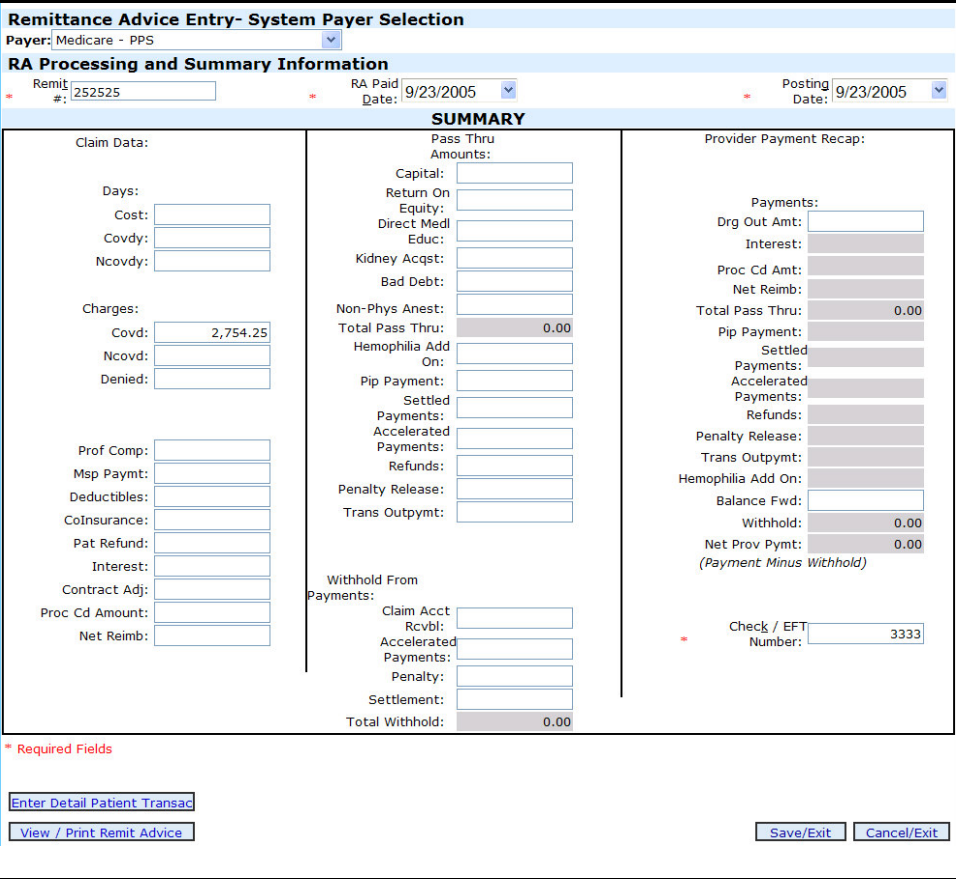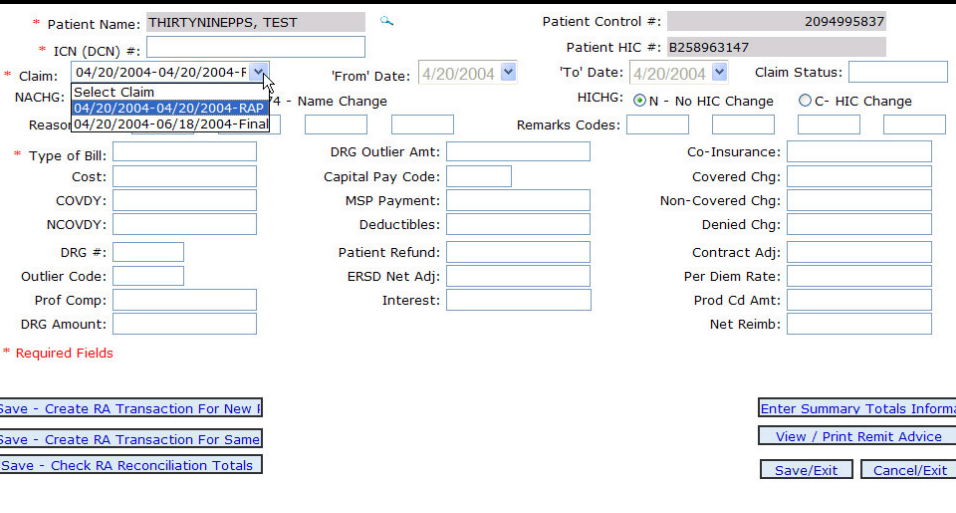# Instructions to enter / edit / reconcile Medicare Remittance Advice

Action / Instruction	Screen Shot
1. FINANCIAL - Receivables - Remittance Advice: select Medicare payer then click [Create New Remittance Advice] button.	
2. Complete required fields (indicated by *) and amounts from summary page of RA then click [Enter Detail Patient Transactions] button.	
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]	

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