

How to Correct Posting



GO TO

BILLING>PAYMENT MANAGEMENT>PAYMENT SEARCH

STEPS

1. Voiding a duplicate check

- Select the Payment ID to pull up the Payment Editing Tool

Results HELP								
PAYMENT ID	DATE RECEIVED	RECEIVED FROM	PAYMENT TYPE	CHECK/CC NUMBER	AMOUNT	UNAPPLIED AMOUNT	DEPOSIT BATCH	EOB
32531069	01/11/2019	AETNA	CHECK	NEWYEAR2019	\$0.00	\$0.00		EOB Change EOB
32590874	01/16/2019	AETNA	CHECK	NEWYEAR2019	\$300.00	\$200.00		EOB Change EOB
TOTAL					\$300.00	\$200.00		

- Select the Void button to void the entire check value

GO TO PARENT	RECEIVED FROM	RECEIVED ON	PAYMENT AMOUNT	UNAPPLIED AMOUNT	PAYMENT TYPE	CHECK NUMBER	RECEIVED BY	ADJUSTMENT AMOUNT	VOID
View Parent Adjustments	AETNA	1/16/2019	\$300.00	\$200.00	CHECK	Newyear2019	MYRNA A		<input type="button" value="Unpostable"/> <input type="button" value="Comment"/> <input type="button" value="Submit"/> <input type="button" value="Void"/>

2. Unpostable Button

- This button is utilized for any unapplied amount on the check which could be an incentive payment or a payment for a claim that not found in WRS

GO TO PARENT	RECEIVED FROM	RECEIVED ON	PAYMENT AMOUNT	UNAPPLIED AMOUNT	PAYMENT TYPE	CHECK NUMBER	RECEIVED BY	ADJUSTMENT AMOUNT	VOID
View Parent Adjustments	AETNA	1/16/2019	\$100.00	\$25.00	CHECK	TestCheck01	MYRNA A		<input type="button" value="Unpostable"/> <input type="button" value="Comment"/> <input type="button" value="Submit"/> <input type="button" value="Void"/>

GO TO ALLOCATION	RECEIVED FROM	ALLOCATED ON	ALLOCATED TO	PAYMENT AMOUNT	ALLOCATED BY	ADJUSTMENT AMOUNT	VOID
View Allocation Adjustments	AETNA	1/16/2019	Claim #: 11517945 99214	\$75.00	MYRNA A		<input type="button" value="Submit"/> <input type="button" value="Void"/>

b. This will zero out the unapplied amount but will still be counted as revenue

Payment Editing Tool HELP

GO TO PARENT	RECEIVED FROM	RECEIVED ON	PAYMENT AMOUNT	UNAPPLIED AMOUNT	PAYMENT TYPE	CHECK NUMBER	RECEIVED BY	ADJUSTMENT AMOUNT	VOID
View Parent Adjustments	AETNA	1/16/2019	\$100.00	\$0.00	CHECK	TestCheck01	MYRNA A	<input type="text"/>	<input type="button" value="Void"/>
		<input type="button" value="Update"/>			<input type="button" value="Comment"/>			<input type="button" value="Submit"/>	

GO TO ALLOCATION	RECEIVED FROM	ALLOCATED ON	ALLOCATED TO	PAYMENT AMOUNT	ALLOCATED BY	ADJUSTMENT AMOUNT	VOID
View Allocation Adjustments	AETNA	1/16/2019	Claim #: 11517945 99214	\$75.00	MYRNA A	<input type="text"/>	<input type="button" value="Void"/>
						<input type="button" value="Submit"/>	
View Allocation Adjustments	AETNA	1/17/2019	UN-POSTABLE	\$25.00	MYRNA A	<input type="text"/>	<input type="button" value="Void"/>
						<input type="button" value="Submit"/>	

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