

Navigating the Payment Posting Screen



GO TO

BILLING>CLAIMS>VIEW CLAIMS

STEPS

1. Pull up the claim via the Claim ID
2. Select Post Payment Under the Actions section

View Claims

CLAIM ID: 11481570

CLAIM STATUS: All

DATE OF SERVICE: 01/01/2019 to 01/10/2019

TODAY MONTH TO DATE LAST MONTH YEAR TO DATE

Search Print

PATIENT: Any

INSURANCE COMPANY: Any

DISPLAY: 50 Results

RENDERING PROVIDER: Any

Results

CLAIM #	CLAIM STATUS	DATE OF SERVICE	PATIENT	INSURANCE	AMOUNT BILLED	ACTIONS	HISTORY	VIEW NOTE
11481570	Pre Clearinghouse Submission-Primary	01/10/19	Test, Myrna	AETNA	\$300.00	<ul style="list-style-type: none"> POST PAYMENTS REBILL CLAIM VIEW/PRINT CLAIM PRINT PATIENT STATEMENT 	HISTORY	

Claim Count: 1 Patient Count: 1 Total Amount Billed: \$300.00

3. Post Payment Screen

Post Payments to Charges

Post Payment (Claim #11481570) Claim ID: 11481570

+ New Claim Rebill Bill Secondary View/Print Claim Claim History Patient Statement Billing Summary

Patient: TEST, MYRNA
PO Box 60007
Los Angeles, CA 90060
(999) 999-9999
03/21/1993
999-99-9999

Primary: AETNA
AETNA
9999999999
PO BOX 981106
EL PASO, TX 799981106
(866) 262-0631
Upload Insurance Card

Secondary: UNITED HEALTHCARE
United Health Care
9999999999
P.O. Box 30555
Salt Lake, UT 841300555
(877) 842-3210
Upload Insurance Card

Rendering Provider: TEST, PROVIDER

Claim Status: Pre Clearinghouse Submission

Patient Billing Status: Patient Not Billed

Primary Billing Status: Billed

Secondary Billing Status: Secondary Not Billed

Tertiary Billing Status: Tertiary Not Billed

REASON	PROCEDURE	DATE OF SERVICE	AMOUNT CHARGED	ALLOWABLE	AMOUNT ADJUSTED	AMOUNT PAID	AMOUNT OWED	OWED BY
Procedure	90834	01/10/19	\$300.00		\$0.00	\$0.00	\$300.00	AETNA
Available Funds	10/11 \$5.00 Ck #: NH1Jayson	Allowable	Payment Amount	Adjustment Type	Adj Amount	Adjustment Type	Adj Amount	Adjustment Type
				Co-Pay	\$ 0.00			Contractual
Totals			\$300.00		\$0.00	\$0.00	\$300.00	

Submit Reset

4. Claim Status section – shows the status of the claim in the post payment screen, but not the status with the insurance carrier

Note:		View Note
Rendering Provider	K	N
Claim Status:	Billed	
Patient Billing Status:	Patient Not Billed	
Primary Billing Status:	Billed	
Secondary Billing Status:	Secondary Not Billed	
Tertiary Billing Status:	Tertiary Not Billed	

5. Note – only available if the claim was created from the claims queue and not when created manually. Clicking the View Note link pulls up the progress notes of the patient
6. Patient Billing Comments – comments added by anyone who has worked on the patient's account, related to how the claims are being billed

Patient Billing Comments		
Remarie WRS Tomarong on Dec 08 2018 @ 08:29 am		
MEDICARE B:	ELIGIBLE Michigan Medicaid MDCH:	ELIGIBILITY DATES: 01-01-2018 TO PRESENT
Peachy WRS Baquilta on Feb 07 2018 @ 08:56 am		
ACTIVE February 1-28, 2018 Medicare B Id Number:		
Remarie WRS Tomarong on Jan 13 2018 @ 07:57 am		
Primary: Effective Dates: 06.01.2016 - Present Medicare B Patient's ID Number:		

7. Note icon – pulls up the billing statement comment section where you can add notes about the procedure

TEST, MYRNA
 PO Box 60007
 Los Angeles, CA 90060
 (999) 999-9999
 03/21/1993
 999-99-9999

Billing Statement Comment +

Comment:

Add comment

Save Comment

REASON	PROCEDURE	DATE OF SERVICE	AMOUNT CHARGED	ALLOWABLE
Procedure	90834	01/10/19	\$300.00	

Available Funds

10/11 | \$5.00 | Ck #: NH1Jayson ▼

Allowable

\$

Payment Amount

\$

Adjustment Type

Co-Pay ▼

Adj Amount

\$ 0.00

AMOUNT CHARGED	ALLOWABLE



NOTES

- *Definitions of Payment Posting Screen:*
 - **New Claim** – Refresh or to pull up a new claim
 - **Rebill** – to update CMS 1500 or resubmit claim to the insurance
 - **Bill Secondary** – only prints secondary claim via paper, does not bill the secondary insurance
 - **Bill Tertiary** – only prints tertiary claim via paper, does not bill the /tertiary insurance
 - **View/Print Claim** – to view or print CMS 1500
 - **Claim History** – shows documented history of the claim
 - **Patient Statement** – pulls up the patient statement
 - **Billing Summary** – pulls up the billing summary