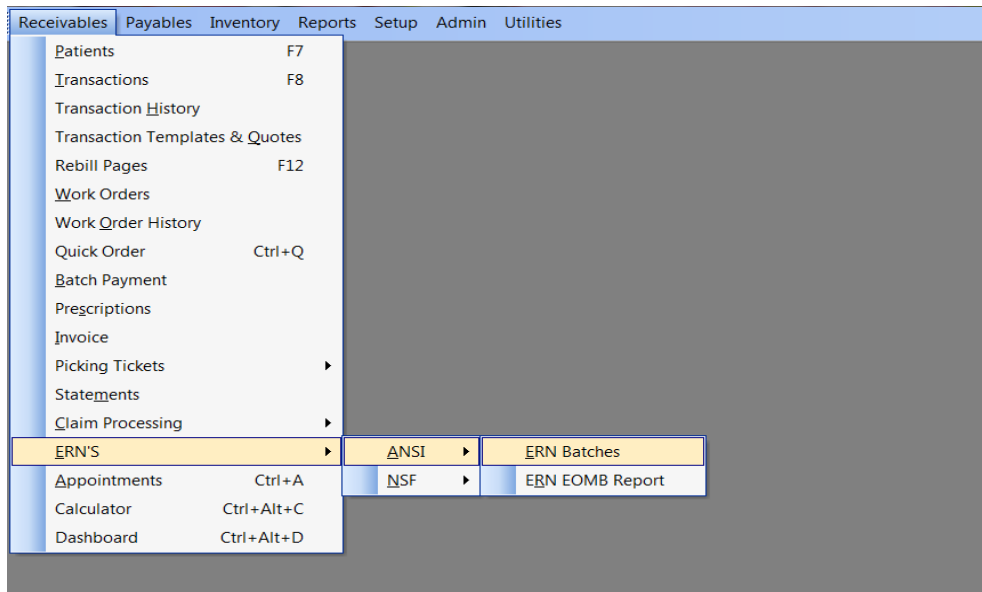


AUTO POSTING

Follow the steps to view the ERN (Electronic Remittance Notice) files that were downloaded by clicking Receivables>ERNS>ANSI>ERN Batches



Select the new Un-Posted listings. Double click to open the file.

ANSI ERN Batch

Search:

121	CAREMORE	Date	04/13/2015	Paid:	0.00	Unpst:	0.00
120	HEALTH NET INC	Date	04/15/2015	Paid:	0.00	Unpst:	0.00
119	AETNA	Date	04/15/2015	Paid:	0.00	Unpst:	0.00
118	CAREMORE	Date	04/15/2015	Paid:	2483.96	Unpst:	2483.96
117	CGS - DME MAC JURISDICTION C	Date	04/13/2015	Paid:	0.00	Completed (M)	
116	NORIDIAN - DMEMAC JURISDICTION	Date	04/15/2015	Paid:	1652.61	Completed	
115	CALPERS	Date	04/13/2015	Paid:	129.95	Completed	
114	TRICARE	Date	04/10/2015	Paid:	0.00	Completed (M)	
113	CAREMORE	Date	04/10/2015	Paid:	2999.47	Unpst:	2999.47
112	ANTHEM BLUE CROSS ACCOUNT	Date	03/31/2015	Paid:	130.09	Completed	
111	CAREMORE	Date	04/03/2015	Paid:	0.00	Completed (M)	
110	HEALTH NET INC	Date	04/04/2015	Paid:	0.00	Completed (M)	
109	CAREMORE	Date	04/06/2015	Paid:	761.45	Completed	
108	HEALTH NET INC	Date	04/06/2015	Paid:	0.00	Completed (M)	
107	HEALTH NET INC	Date	04/06/2015	Paid:	0.00	Completed (M)	
106	AETNA	Date	04/08/2015	Paid:	0.00	Completed (M)	
105	CAREMORE	Date	04/08/2015	Paid:	2425.56	Completed	

GetItem returned blank

Search time: 0 days, 00:00:00.89

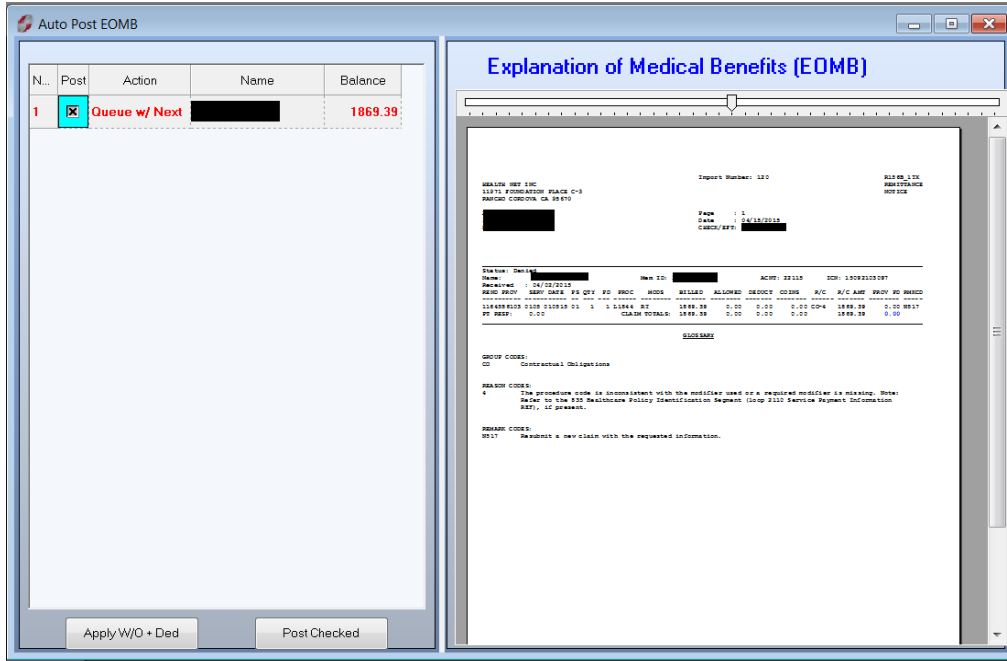
Insert Edit Delete Duplicate

It is highly recommended to first open up the View EOMB Report and get an idea of what you will be posting to each account. This will show the ERN in a way that you're familiar with seeing on a traditional EOB. All claims associated with this payment will be listed. Be sure to check for any denials or no-pays. Once you feel familiar with the payments you'll be posting, click the Post EOMB button to view the Auto-Post window.

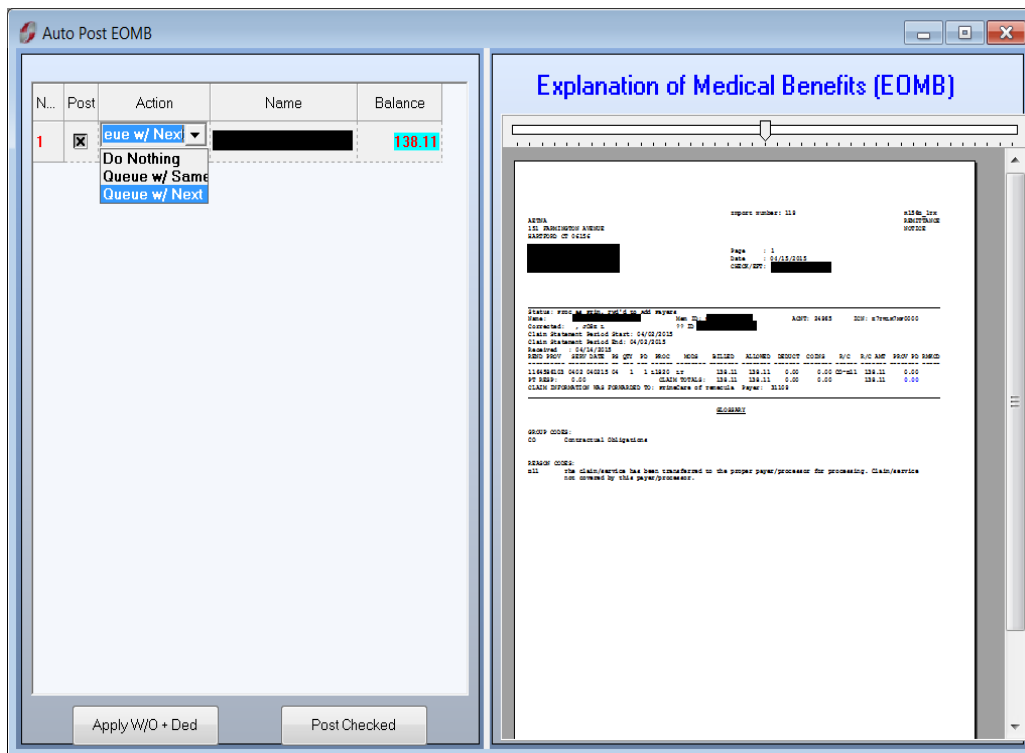
ANSI ERN Batch Information

Header	Payee	Payer	Stats	Provider Adjustment
Production Date	<input type="text" value="04/15/2015"/>	Trace Code	<input type="text" value="1"/>	
Control #	<input type="text" value="0001"/>	Check/Trace #	<input type="text" value="15105102840"/>	
Handle Code	<input type="text" value="H"/>	Check Date	<input type="text" value="04/15/2015"/>	
Version Code	<input type="text"/>	Total Paid	<input type="text" value="0.00"/>	
Currency Code	<input type="text"/>	Credit/Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	
Exchange Rate	<input type="text"/>	Pay Method	<input type="text" value="NON"/>	
		Pay Format	<input type="text"/>	
Receiver ID	<input type="text"/>	Payer ID	<input type="text" value="1954402957"/>	
RDFI Qual	<input type="text"/>	SDFI Qual	<input type="text"/>	
RDFI ID	<input type="text"/>	SDFI ID	<input type="text"/>	
Account Qual	<input type="text"/>	Bank Acct #	<input type="text"/>	
Account #	<input type="text"/>	Submitting Cmp	<input type="text"/>	

The new window will open showing a breakdown of what payments are associated with each claim. If you click on an individual entry an "EOB" with only the information for that claim will appear on the right-hand side. Utilize the slider above the image to zoom in or out. If everything matches and there are no discrepancies the patient's name will appear in green. Any discrepancies will cause the patient's name to appear in red.



The Auto Post feature defaults to Queue w/Next for the Action upon posting. This is utilized for queueing to a secondary or tertiary insurance payer or sending out a patient invoice. If this does not apply to the particular claim you're working on, you may want to select the 'Do Nothing' option using the drop-down arrow in the Action column.

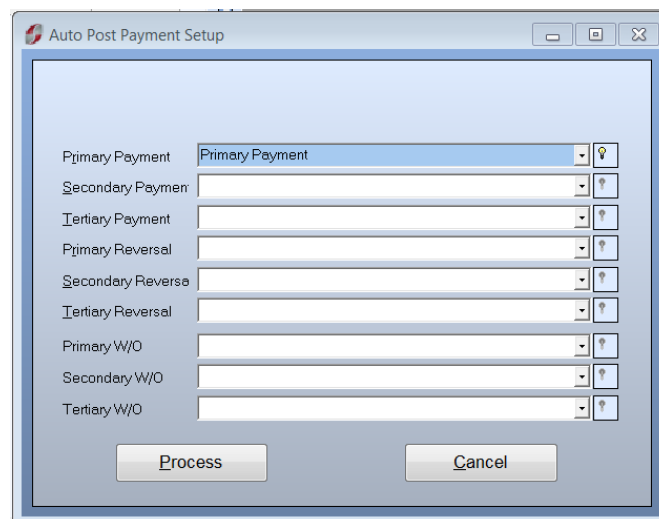


If your payment is clean and ready to post, select the Post Checked button at the bottom.

Note: Apply W/O + Ded

You need to be familiar with your company's overall fee schedule settings as well as individual insurance settings. If your company utilizes a fee schedule that has set a standard billing amount and a separate allowed amount, the software should already accommodate for this at the time the claim was filed by creating an auto-write off payment type in the Payments tab on the transaction. If your company does not enter allowed amounts and utilizes only the standard amount for billing, use the Apply W/O + Ded button to apply the adjustments from the ERN to the transaction. Please remember to NEVER select this for any secondary or tertiary payments that you are auto-posting since those allowed amounts are most likely different from what the primary payer would have listed.

The first time you select Post Checked a window will open asking you to select the payment types you wish to post. Being familiar with your company's posting policy is necessary to set these properly. Select the correct payment type you would like applied to each entry. For instance, under Primary Payment, you'll want to select the Primary Payment from your payment type listing. If you have separate entries for Primary Payment ACH or Primary Payment Check, select the appropriate entry.



Once you've processed all of your payments you can exit the window. The Futura recommended best practice is to go into each individual claim after it is posted to ensure the posts were applied correctly.

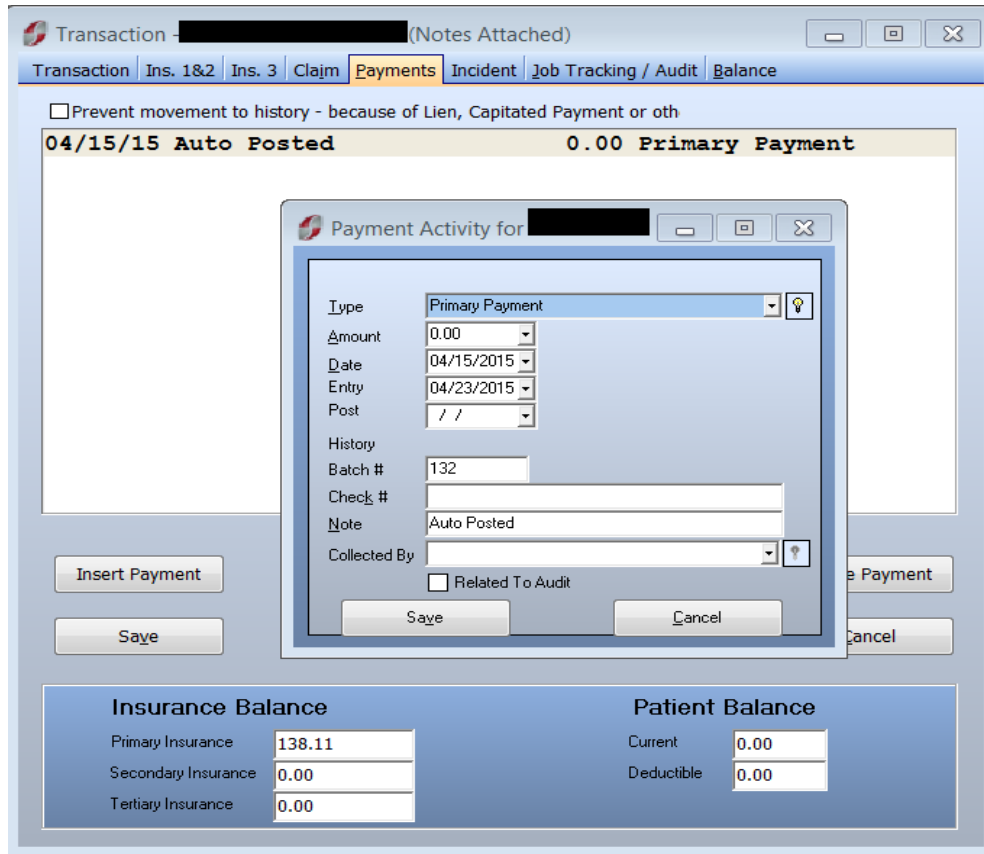
The individual ERN can be viewed on the transaction by opening the transaction and selecting Ctrl + E or Options>ERNS>ANSI ERN Information and double-clicking on the entry. The EOMB button at the bottom allows you to view the ERN itself. A notice at the top tells you the ERN is already posted.

The screenshot shows a software window titled "ANSI ERN Transaction Claim Level". At the top, there are tabs for "Dates", "Supp. Pay", "Supp. Qty", "Services", and "Ref". Below these is a "Claim Header" section with sub-tabs for "Adjustments", "Names", "MIA", and "MOA". A central message reads "Already Posted". A checkbox labeled "Don't Send COB for this Claim" is present. The form contains the following fields:

Batch ERN	Import:119 \$0.00 AETNA	Date Paid:	04/15/2015
Transaction	(24965) SAMANTHA BARREPA		
Ins. Payer	AETNA		
LX	1	Contact Name	
Transaction #	24965	Num 1 ID	TE
Status Code	19	Num 1	8886323862
Total Charges	138.11	Num 2 ID	
Payment Amount	0.00	Num 2	
Patient Responsibility	0.00	Num 3 ID	
Filing Indicator	HM	Num 3	
Payer CCN	E7TWLK7MP0000	DRG	
Facility Code	12	DRG Weight	
Frequency Code	1	Discharge Fraction	
Patient Status Code			

At the bottom center of the window is a button labeled "EOMB".

The Payments tab will show the auto posted amount along with any remaining balances on the transaction. To view details of the auto post entry select the payment entry. It is not recommended to make any changes unless absolutely necessary at this point.



The Claim tab allows several different options for follow up. If your claim is now completed and all payments have been accounted for, you can select the Mark Completed button to notify any users that this claim is completed. It will not be removed from the pending transactions listing until the purge to history utility is complete.

If you decided to queue with next for secondary billing, the claim should already be in the queue ready to go. If the secondary allows EMC (Electronic Medical Claims) transmissions it will be sent out with your regular submissions for that clearinghouse. If your secondary claims need to be printed on a HCFA form, you can select Print Immediately and Apply to print the HCFA for mailing. (You can also process the HCFA queue if you are familiar with that process)

Transaction - SAMANTHA BARRERA (Notes Attached)

Transaction | Ins. 1&2 | Ins. 3 | **Claim** | Payments | Incident | Job Tracking / Audit | Balance

Claim Tracking

Currently Filed With Primary **On 04/14/2015**

Date Filed Primary	04/14/2015	Date Refiled	/ /
Last Processed On	04/14/2015	Last Returned	/ /
Reason for Refile		Adjudication	<input type="checkbox"/> Adjustmen
CCN		Claim Type	
Delay Reason			

Date Filed Secondary		Date Refiled	/ /
Last Processed On		Last Returned	/ /
Reason for Refile		Adjudication	<input type="checkbox"/> Adjustmen
CCN		Claim Type	
Delay Reason			

Date Filed Tertiary		Date Refiled	/ /
Last Processed On		Last Returned	/ /
Reason for Refile		Adjudication	<input type="checkbox"/> Adjustmen
CCN		Claim Type	
Delay Reason			

Status: No Change File

Action: Do Not Print Queue for Batch Print Immediate

Buttons: Save, Cancel, Apply, Mark Completed

Congratulations! Your payments are now posted!

If you ever have any questions or concerns please feel free to contact support at 1-800-840-6057 and selecting option 1 or emailing Futura.Support@oandp.com.