Processing Electronic Remittance Files

The optional ERA Module includes the ability to automatically create credit (payment and adjustment) entries based on information contained in the ANSI 835 remittance files you receive from your payor. To process an ERA file:

1. Click **Bills/Claims > ERA Posting** from the top menu in OMWin.

2. Click the **Load** button to load an ERA file.

3. Press <F2> or right-click in the first field to locate the ERA file that you want to process.

4. Once you have highlighted the desired file, click **OK**.

5. Click Continue. A progress window will appear with a rapidly changing number.

6. Click **Load** to read the data from that file.

7. Once the file has been loaded, click **Close**.

8. The ERA file you just read should now appear as an entry (or entries) in the list window.

9. From this window, you can review the details of the highlighted ERA by highlighting the file and clicking **Details**. The Details window presents a color-coded display showing claims that were approved, pended, and denied, similar to the one shown below.

10. You can print this list with the **Print** button if you like.

11. When you are ready, close the details window and highlight the ERA file that you want to post. Click the **Post** button. The program will attempt to create credit entries based on the details in the ERA. To do so, it needs a bit more information, which you provide on this window:

Posting ER number:20000802 (Not processed)

Credit Date

Payor

PAYMENT INFORMATION

Credit Type

Check Information

Date on Check

Check Number

Description

Amount

EOP Total Payments 105.00

Post   Cancel

12. Usually you will enter the current date, then select the appropriate payor from the payor list. Indicate the credit type, which would probably be Check. If so, the fields on the lower portion of the window will be enabled and you then must complete the check details (at least the required red fields).

13. Click the **Post** button to continue. The system will attempt to match the information on the ERA to existing charges. When it is successful, it will create the appropriate credit entries in the current OMWin Daysheet. You may review and modify them if necessary in the Daysheet before posting the contents of the Daysheet to the clients' ledgers. ERA details will not be posted if the program cannot match the ERA information with a client charge. If that should occur an error report will be prepared so that you can post the exceptions manually.