

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Purpose of Using Force Pay Date

Last Modified on 11/20/2019 2:57 pm EST

Version 14.19

Path: Smart Toolbar > Billing button > Adjudications tab

Overview

The Force Pay Date can be used to match the posting date with the deposit date. When posting an ERA it will post with the ERA Date not the Pay Date. If the posting date should match the Pay Date, use the Force Pay Date to update accordingly. The Force Pay Date should be entered before Posting. There is no way to go back and change the date after the payment is posted unless it is deleted and re-posted.

Purpose of Force by Pay Date

In the Adjudications tab, there is a drop-down menu selection for a Force pay date.

Claim #	Claim Date	Patient Name	Prov	Prim Ins	Insured ID	Ins Bal	Pt Bal	Sec Ins	Claim
100071	08/12/2013	CHPMUNK, SIMON	DMC	AET	W12345678900	85.00			
100087	08/09/2013	TESTTWO, SOPHIA	SH	COV	28368967	105.00			

2 claims 190.00 0.00

Electronic Billing Center

The function of the *force pay date* is for instances of matching your payments in OP to balance to your deposits in your bank account.

If you receive an Electronic Remittance Advice (ERA) payment with an ERA date of one date, and a Pay Date not matching the ERA date, this may be an instance where you would want to force a pay date.

Payer Name ▾					
ERA Date ▾	Pay Date ▾	Check/Payment ID ▾	Amount	Method	
Payer Name : HEALTH CARE SERVICE CORPORATION					
2/9/2012	2/14/2012	C12040E69475890	1,725.66	ACH	

Electronic Billing Center

If you were to post this adjudication as is, then the payment date on the payment line attached to the claim will be dated 02/09/12.

Overview	Status:	Date range:				
Insurance	<input checked="" type="radio"/> All <input type="radio"/> Prf? <input type="radio"/> Due	<input checked="" type="radio"/> All <input type="radio"/> 31-60 <input type="radio"/> > 90 <input type="radio"/> < 30 <input type="radio"/> 61-90				
Charges (2)	Claim #	Claim/Pay Date Proc/Pay Type	Ins Proof	Pat Proof	Ins Carr	Charge
Claims	100128	04/10/2012			CIG	
Payments	100089	03/09/2012			CIG	130.00
Credits	03/09/2012	90460 IMM ADMIN 1ST, < 1			CIG	10.00
Statements	03/09/2012	90461 IMM ADMIN EACH AC			CIG	20.00
Tasks	03/09/2012	90700 DTAP VACCINE, < 7			CIG	
Messages	03/09/2012	99391 PREV VISIT, EST, INF			CIG	100.00
	02/09/2012	1 PAYMENT			CIG	

Electronic Billing Center

If you decide that you want the payment date to reflect the deposit date, change the pay date in the **"force pay date"**.

[F9] Electronic Billing Center

Payment ID:
 Force pay date: 2/14/2012

Electronic Billing Center

Then the payment date on the payment line attached to the claim will be dated 02/14/12.

Overview	Status:	Date range:				
Insurance	<input checked="" type="radio"/> All <input type="radio"/> Prf? <input type="radio"/> Due	<input checked="" type="radio"/> All <input type="radio"/> 31-60 <input type="radio"/> > 90 <input type="radio"/> < 30 <input type="radio"/> 61-90				
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Statements	03/09/2012	90461 IMM ADMIN EACH AC			CIG	
Tasks	03/09/2012	90700 DTAP VACCINE, < 7			CIG	
Messages	03/09/2012	99391 PREV VISIT, EST, INF			CIG	
	02/14/2012	1 PAYMENT			CIG	

Electronic Billing Center

Version 14.10

Path: Smart Toolbar > Billing button > Adjudications tab

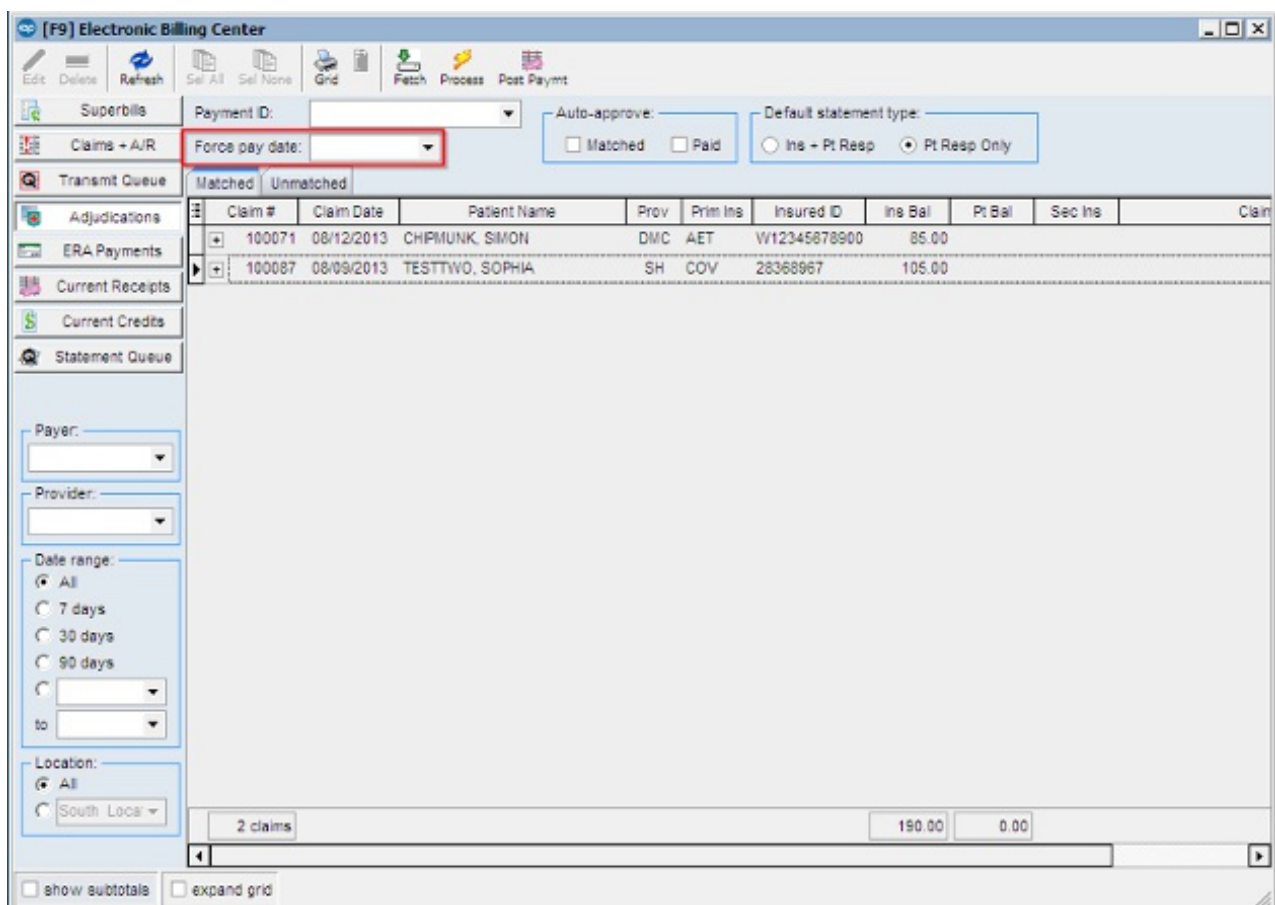
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ERA it will post with the ERA Date not the Pay Date. If the posting date should match the Pay Date, use the Force Pay Date to update accordingly. The Force Pay Date should be entered before Posting. There is no way to go back and change the date after the payment is posted unless it is deleted and re-posted.

Purpose of Force by Pay Date

In the **Adjudications** tab, there is a dropdown selection for a **Force pay date**.



The screenshot shows the 'Electronic Billing Center' window. The 'Adjudications' tab is active. A red box highlights the 'Force pay date' dropdown menu. The interface includes a toolbar with buttons like Edit, Delete, Refresh, and a table of claims with columns for Claim #, Claim Date, Patient Name, Prov, Prim Ins, Insured ID, Ins Bal, Pt Bal, Sec Ins, and Claim. The table shows two claims: 100071 and 100087. The bottom status bar shows '2 claims' and a total of '150.00'.

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Payer Name : HEALTH CARE SERVICE CORPORATION					
	2/9/2012	2/14/2012	C12040E69475890	1,725.66	ACH

Electronic Billing Center

If you were to post this adjudication as is, then the payment date on the payment line attached to the claim will be dated 02/09/12.

Overview

Insurance

Charges (2)

Claims

Payments

Credits

Statements

Tasks

Messages

Status:

☒ All
 ☐ Prf?
 ☐ Due

Date range:

☒ All
 ☐ 31-60
 ☐ > 90
 ☐ < 30
 ☐ 61-90

☐ In
 ☐ E

Claim #	Claim/Pay Date	Proc/Pay Type	Ins Proof	Pat Proof	Ins Carr	Charge
100128	04/10/2012				CIG	
100089	03/09/2012				CIG	130.00
	03/09/2012	90460 IMM ADMIN 1ST; < 15			CIG	10.00
	03/09/2012	90461 IMM ADMIN EACH AT			CIG	20.00
	03/09/2012	90700 DTAP VACCINE, < 7			CIG	
03/09/2012	99391 PREV VISIT, EST, INF				CIG	100.00
02/09/2012	1	PAYMENT			CIG	

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Charges (2)	Claim #	Claim/Pay Date
Claims		Proc/Pay Type
Payments		Ins Proof
Credits		Pat Proof
Statements		Ins Carr
Tasks		
Messages		
	100128	04/10/2012
	100088	03/09/2012
	03/09/2012	90460 IMM ADMIN 1ST, < 15 CIG
	03/09/2012	90461 IMM ADMIN EACH AC CIG
	03/09/2012	90700 DTAP VACCINE, < 7 CIG
	03/09/2012	99391 PREV VISIT, EST, INF CIG
	02/14/2012	1 PAYMENT CIG

Electronic Billing Center