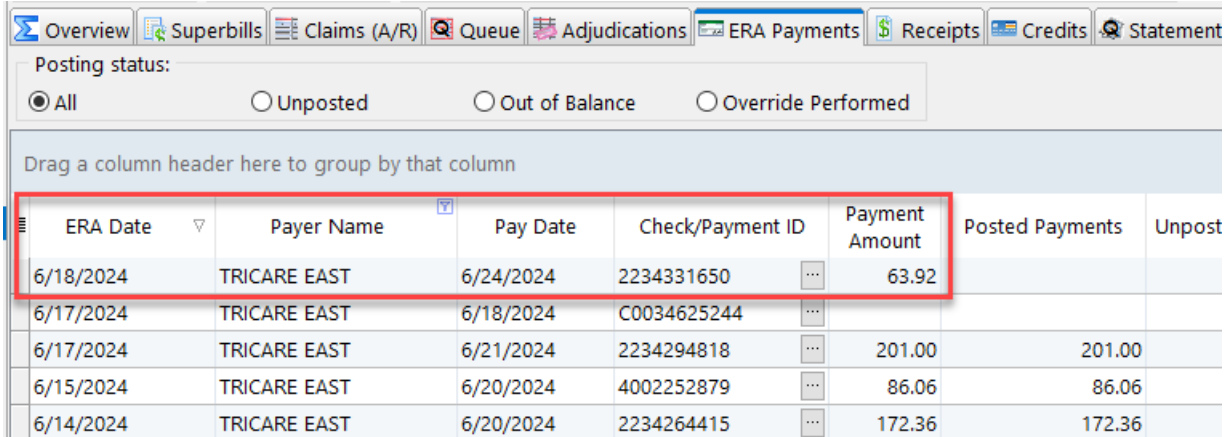


# Purpose of Using Force Pay Date

Last Modified on 06/27/2024 4:01 pm EDT

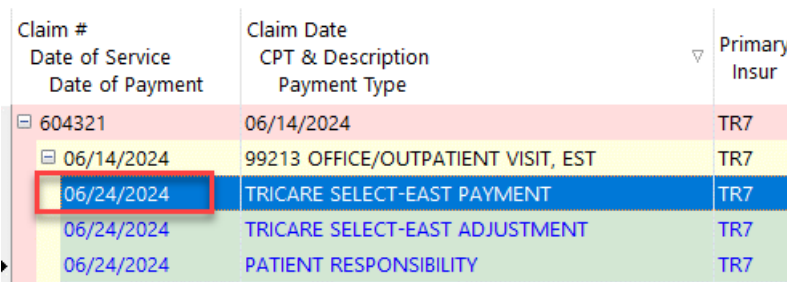
Version 14.19

When posting an ERA, OP defaults the Payment Date to the Pay Date assigned by the payer. For example, here is a Tricare payment with an ERA date of 6/18/24 and a Pay Date of 6/24/24:



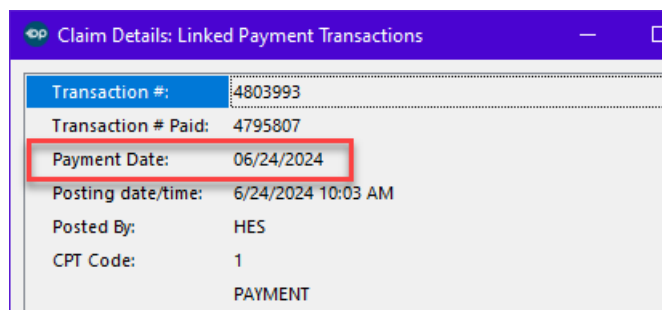
ERA Date	Payer Name	Pay Date	Check/Payment ID	Payment Amount	Posted Payments	Unpost
6/18/2024	TRICARE EAST	6/24/2024	2234331650	63.92		
6/17/2024	TRICARE EAST	6/18/2024	C0034625244			
6/17/2024	TRICARE EAST	6/21/2024	2234294818	201.00	201.00	
6/15/2024	TRICARE EAST	6/20/2024	4002252879	86.06	86.06	
6/14/2024	TRICARE EAST	6/20/2024	2234264415	172.36	172.36	

After entering these payments from the Adjudications tab (**Billing > Billing Center > Adjudications**), the Pay Date shows 6/24/24, the default date assigned by the payer.



Claim #	Claim Date	Primary Insur
604321	06/14/2024	TR7
06/14/2024	99213 OFFICE/OUTPATIENT VISIT, EST	TR7
06/24/2024	TRICARE SELECT-EAST PAYMENT	TR7
06/24/2024	TRICARE SELECT-EAST ADJUSTMENT	TR7
06/24/2024	PATIENT RESPONSIBILITY	TR7

When we double-click to inspect the line item posting, we also see a **Payment Date** of 6/24/24. (By contrast, the **Posting Date** is the actual date/time stamp that the practice's biller posted this adjudication line item. In this case, it happens to be the same date as the **Pay Date**).



Transaction #:	4803993
Transaction # Paid:	4795807
Payment Date:	06/24/2024
Posting date/time:	6/24/2024 10:03 AM
Posted By:	HES
CPT Code:	1
	PAYMENT

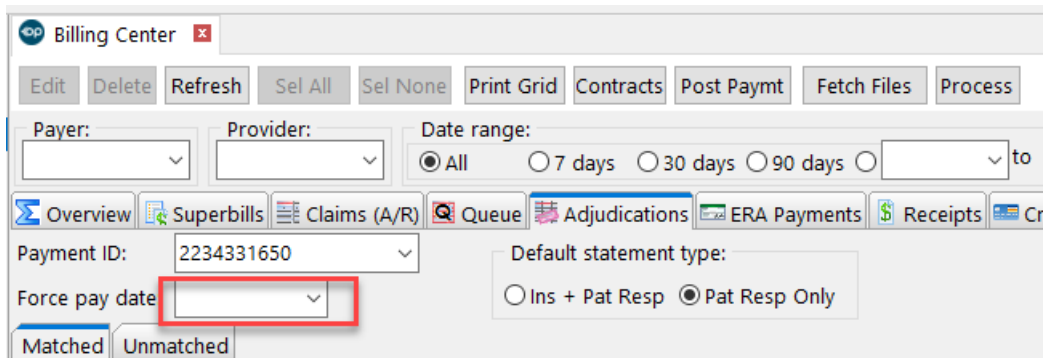
However, the **Pay Date** usually does not match the actual deposit date – that is, the date the \$63.92 appeared in the practice's bank account. In fact, there is frequently a 2-3 day difference – and occasionally as long as 10-14 days – between when the payer claims to make the deposit and when your bank actually receives it. This makes reconciling a practice's bank account against OP a time-consuming manual process.

Therefore, using the **Force Pay Date** feature can be used to match the payment date with the deposit date. This makes reconciling OP to your bank account much faster and easier.

**Note:** The **Force Pay Date** must be entered before starting to post adjudications. There is no way to go back and change this date after the payment is posted unless it is deleted and re-posted.

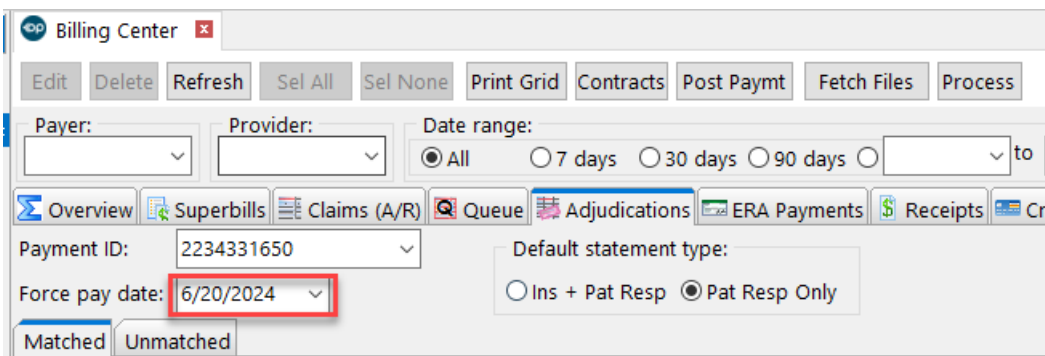
## Using Force by Pay Date

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



The screenshot shows the Billing Center interface. The 'Force pay date' dropdown menu is highlighted with a red box. The 'Default statement type' is set to 'Pat Resp Only'.

Set this dropdown to your desired date, e.g. the date the payment actually arrived in your bank account. Let's say in this example we want to use 6/20/24. So we would enter 6/20/24 in the Force pay date dropdown:



The screenshot shows the Billing Center interface with the 'Force pay date' dropdown menu set to '6/20/2024', which is highlighted with a red box.

Then, we post the adjudication. On both the **Claims screen**, and when double-clicking to inspect the adjudication, we see that the forced date of 6/20/24, rather than the payer-assigned default date of 6/24/24, is present:

Claim #	Claim Date	Primary Insur
604321	06/14/2024	TR7
06/14/2024	99213 OFFICE/OUTPATIENT VISIT, EST	TR7
06/20/2024	TRICARE SELECT-EAST PAYMENT	TR7
06/20/2024	TRICARE SELECT-EAST ADJUSTMENT	TR7
06/20/2024	PATIENT RESPONSIBILITY	TR7

**Claim Details: Linked Payment Transactions**

Transaction #: 4803996

Transaction # Paid: 4795809

**Payment Date: 06/20/2024**

Posting date/time: 6/24/2024 10:04 AM

Posted By: HES

CPT Code: 1

PAYMENT

Version 14.10

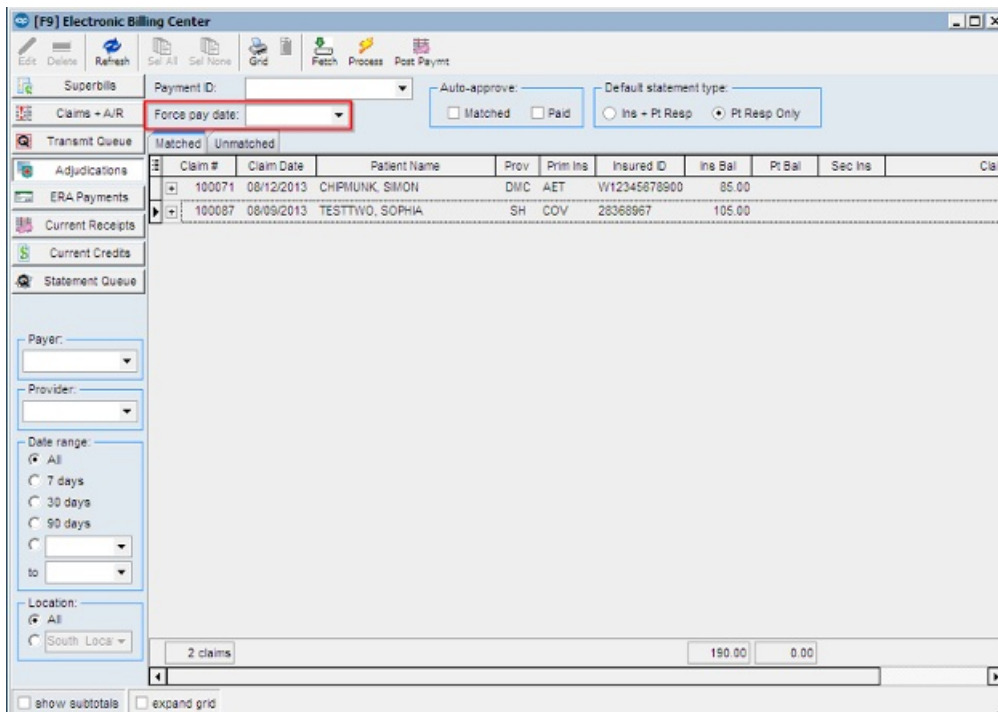
**Path: Smart Toolbar > Billing button > Adjudications tab**

## 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 dropdown selection for a **Force pay date**.



**[F9] Electronic Billing Center**

Payment ID: [ ] Auto-approve: [ ] Matched [ ] Paid [ ] Default statement type: [ ] Ins - Pt Resp [ ] Pt Resp Only [ ]

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

show subtotals [ ] expand grid [ ]

**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.

ERA Date	Pay Date	Check/Payment ID	Amount	Method
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.

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, < 1			CIG	10.00
	03/09/2012	90461 IMM ADMIN EACH A			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	

### 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

Superbills Payment ID: [ ]

Claims + A/R Force pay date: 2/14/2012

Transmit Queue Matched Unmatched

### Electronic Billing Center

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

Claim #	Claim/Pay Date	Proc/Pay Type	Ins Proof	Pat Proof	Ins Carr	Charge
100128	04/10/2012				CIG	
100089	03/09/2012				CIG	
	03/09/2012	90460 IMM ADMIN 1ST, < 1			CIG	
	03/09/2012	90461 IMM ADMIN EACH A			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