Editing Standard Adjudications when Posting ERA Files

Last Modified on 07/21/2023 11:13 am EDT
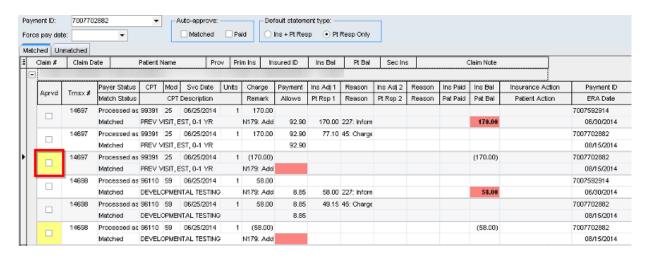
Version 14.19

> **Path: Billing Tab > Billing Center button > Adjudications tab**

Overview

At times, an adjudication will apply the incorrect settlement information for a claim, based on payment information received from the payer. If this problem occurs, you can manually edit the adjustment fields on the Adjudication Table to correct the adjustments. Again, this can happen if an adjustment is applied to the incorrect CPT and/or if a CPT is being adjusted on the insurance side when it is actually due by the patient based on the CPT rejection reason. For example, a CPT may be adjusted as a non-covered service that is actually due by the patient but is not listed this way on the incoming adjudication.

> ℹ️ If your manual changes are in balance, the adjudication will allow you to approve and post these changes. If you made an error, and the total charge amount does not balance with the amount of payment plus adjustment plus patient responsibility (if applicable), the adjudication will appear yellow and will not allow it to be approved.

> 🚫 When manually editing adjudication, be sure that you are not "changing" the actual amount of monies received from the payer.

Version 14.10

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

Overview

At times, an adjudication will apply the incorrect settlement information for a claim, based on payment information received from the payer. If this problem occurs, you can manually edit the adjustment fields on the Adjudication Table to correct the adjustments. Again, this can happen if an adjustment is applied to the incorrect CPT and/or if a CPT is being adjusted on the insurance side when it is actually due by the patient based on the CPT rejection reason. For example, a CPT may be adjusted as a non-covered service that is actually due by the patient but is not listed this way on the incoming adjudication.

| Payment ID: | 7007702882 ▼ | Auto-approve: ☐ Matched ☐ Paid | Default statement type: ○ Ins + Pt Resp ● Pt Resp Only |
| Force pay date: ▼ |

Matched | Unmatched

| | Claim # | Claim Date | Patient Name | Prov | Prim Ins | Insured ID | Ins Bal | Pt Bal | Sec Ins | Claim Note |

Aprvd	Trnsx #	Payer Status	CPT	Mod	Svc Date	Units	Charge	Payment	Ins Adj 1	Reason	Ins Adj 2	Reason	Ins Paid	Ins Bal	Insurance Action	Payment ID
		Match Status			CPT Description		Remark	Allows	Pt Rsp 1	Reason	Pt Rsp 2	Reason	Pat Paid	Pat Bal	Patient Action	ERA Date
☐	14697	Processed as	99391	25	06/25/2014	1	170.00							170.00		7007592914
		Matched			PREV VISIT, EST, 0-1 YR		N179: Add	92.90	170.00	227: Inform						06/30/2014
☐	14697	Processed as	99391	25	06/25/2014	1	170.00	92.90	77.10	45: Charge						7007702882
		Matched			PREV VISIT, EST, 0-1 YR			92.90								08/15/2014
☐	14697	Processed as	99391	25	06/25/2014	1	(170.00)							(170.00)		7007702882
		Matched			PREV VISIT, EST, 0-1 YR		N179: Add									08/15/2014
☐	14698	Processed as	96110	59	06/25/2014	1	58.00							58.00		7007592914
		Matched			DEVELOPMENTAL TESTING		N179: Add	8.85	58.00	227: Inform						06/30/2014
☐	14698	Processed as	96110	59	06/25/2014	1	58.00	8.85	49.15	45: Charge						7007702882
		Matched			DEVELOPMENTAL TESTING			8.85								08/15/2014
☐	14698	Processed as	96110	59	06/25/2014	1	(58.00)							(58.00)		7007702882
		Matched			DEVELOPMENTAL TESTING		N179: Add									08/15/2014