Billing Center: Adjudications

Last Modified on 11/05/2021 3:32 pm EDT
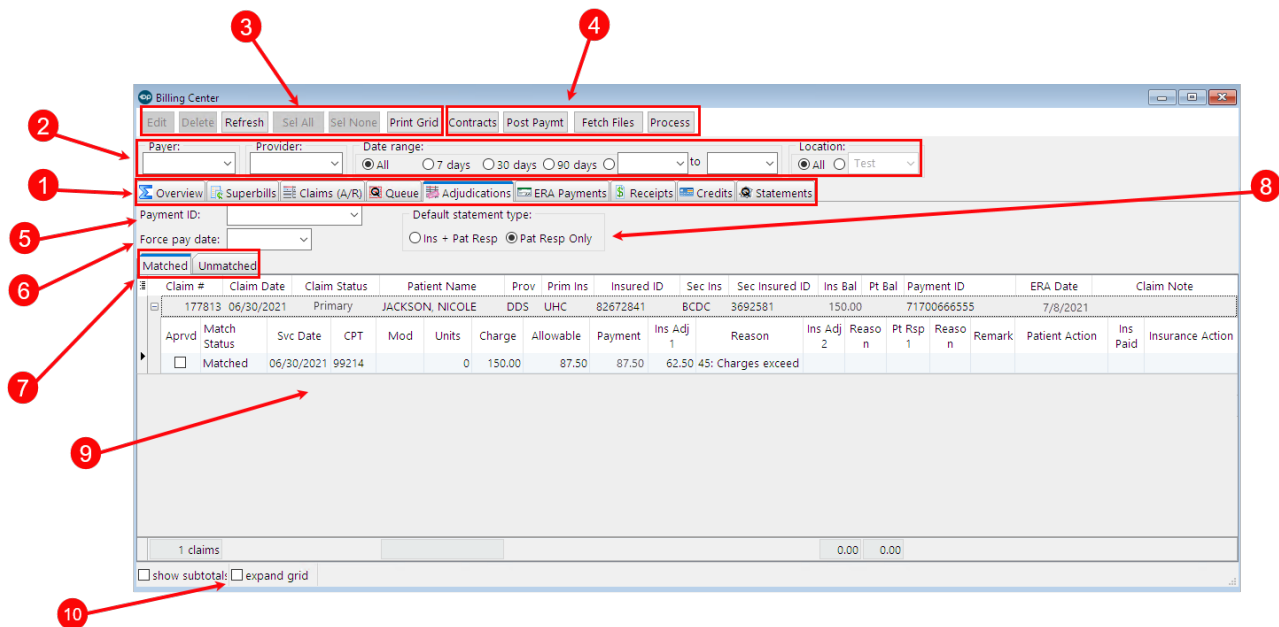
Version 20.14

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Billing Center: Adjudications Tab

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

The Adjudications tab of the Billing Center is only used if the practice has enrolled for Electronic Remittance Advice through their clearinghouse. The window shows all claims that were finalized by the insurance payer and will display claims payments from the ERA Payment ID. Adjudication lines are removed as they are posted by the Practice.

Billing Center: Adjudications Tab Map

Number	Section	Description
1	Billing Center Tabs	The Electronic Billing Center contains the following tabs: • **Overview** • **Superbills** • **Claims (A/R)** • **(Transmit) Queue** • **Adjudications** • **ERA Payments** • **Receipts** • **Credits** • **Statements (Queue)**

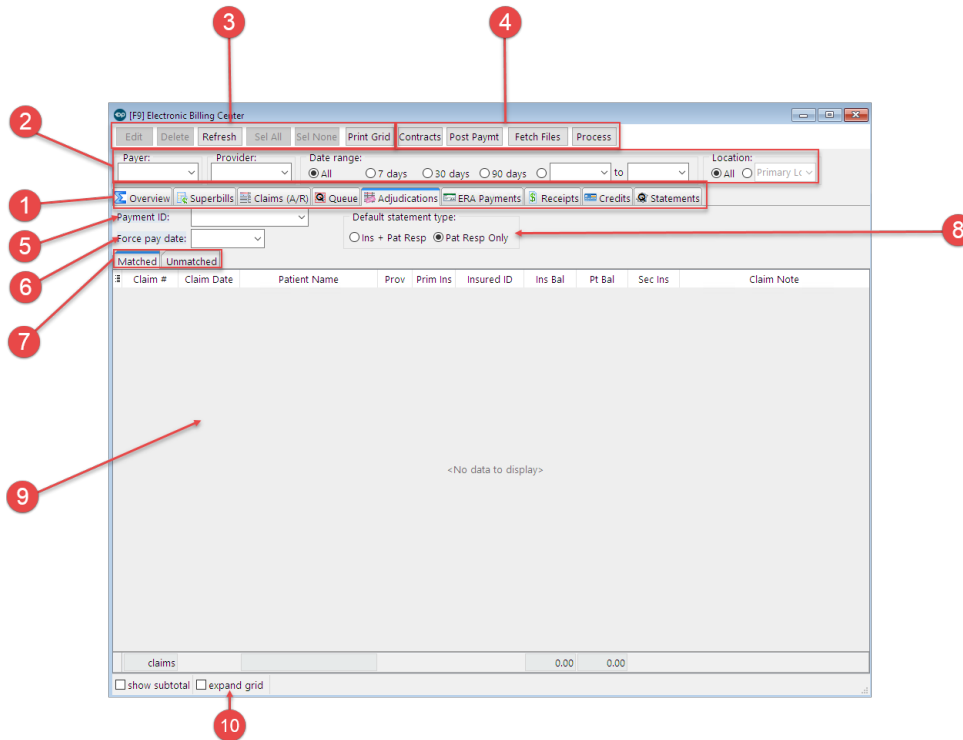| 2	Scope	The Scope selections determine the data available in the Adjudications grid. All of the Scope options listed in this panel are available for use in the Adjudications tab.
3	Function buttons	The Function buttons change based upon the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Select All (items), Select None, and Print Grid.
4	Data Application buttons	The Data Application buttons include: • The **Contracts** button opens the **Update Insurance Contract** window, which manages your Insurance Contracts. • The **Post Payment** button opens the patient's Payments form. • The **Fetch** button retrieves payer reports from supported correspondents. • The **Process** button processes payer reports.
5	Payment ID	The Payment ID field filters the Adjudications grid based on the selected Payment ID in the Payment ID dropdown. Paste check number here to isolate to check number.
6	Force Pay Date	The Force Pay Date field filters the Adjudications grid based on the Force Pay Date selected. Enter the date of bank deposit to show as posting date (if not, will default to post with ERA Date).
7	Matched/Unmatched tabs	• **Matched**: The Adjudications grid is split into two tabs (Matched and Unmatched). Claims in this tab appear when a claim was transmitted out of OP and a payment was found for the claim. • **Unmatched**: Unmatched claims appear in this tab for one of two reasons. ○ **Legacy payment**: Claim was billed out of the legacy system but payment is now coming through OP. Since the claim was not billed out of OP, OP cannot find a claim to match the payment. These payments should be posted in the legacy system and the adjudication deleted. Note: In order to view payment details for a legacy claim a paper EOB must be referenced. ○ **Discrepancies in claim information**: A name change or CPT code change can cause OP to not be able to match the claim. In many instances, OP will show a possible match.
8	Default Statement Type	The Default Statement Type displays the adjudications based on statement type (Insurance + Patient Responsibility or Patient Responsibility Only). Selection will show desired information on the statement when printed out. • **Ins + Pat Resp**: Statement will show insurance balance and patient balance. • **Pat Resp Only**: Statement will only show patient balance.
9	Adjudications grid	The Adjudications grid displays all claims that were finalized by the insurance payer and will display claims payments from the ERA Payment ID. The grid is updated as adjudications are posted and processed into OP.
10	Expand grid checkbox	The Expand Grid checkbox expands and collapses the categories within the grid.

Version 20.13

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About Billing Center: Adjudications Tab

Path: Billing tab > Billing Center button > Adjudications tab

The Billing Center is the one-stop location in the OP software where claims are tracked. It lets you view claims from the time they are created until the time they are paid.

The Adjudications tab is only used if the practice has enrolled for Electronic Remittance Advice through their clearinghouse. The window shows all claims that were finalized by the insurance payer and will display claims payments from the ERA Payment ID. Entries disappear when the payments are posted.

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3	Function buttons	The Function buttons change based upon the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Select All (items), Select None, and Print Grid.

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5	Payment ID	The Payment ID field filters the Adjudications grid based on the selected Payment ID in the Payment ID dropdown. Paste check number here to isolate to check number.
6	Force Pay Date	The Force Pay Date field filters the Adjudications grid based on the Force Pay Date selected. Enter the date of bank deposit to show as posting date *(if not will default to post with ERA Date)*.

7	Matched/Unmatched tabs	• **Matched**: The Adjudications grid is split into two tabs (Matched and Unmatched). Claims in this tab appear when a claim was transmitted out of OP and a payment was found for the claim.
		• **Unmatched**: Unmatched claims appear in this tab for one of two reasons.
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		  ○ **Discrepancies in claim information**: A name change or CPT code change can cause OP to not be able to match the claim. In many instances, OP will show a possible match.

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