

# POSC Job Aid: View Remittance Advice Reports

The POSC offers standard Claims Metrics and Reports to view. This job aid describes how to:

- Access metrics and reports
- Open and view a remittance advice (RA)
- Save the RA to your chosen location

## Access *View Claims Metrics/Reports*

From the Provider Online Service Center home page:

1. Click **Manage Correspondence and Reporting**.
2. Click **View Metrics/Reports**. The Provider Search panel displays.
3. Select the **Provider ID** from the drop-down list.
4. Click **Search**.
5. Click the appropriate **PDF** link to open the file.

## View the Report PDF file

After you click the **PDF** link, a pop-up window opens.

6. Click **Open**. The report opens in a new window.
7. View the **Remittance Advice** report.

The report consists of:

- Banner Page
  - The Banner Page message(s) change weekly and may vary between Provider Types.
- Adjudicated claims which are indicated as either:
  - Paid
  - Denied
  - Adjusted
  - Suspended
  - Pended
- Summary section which contains:
  - Claim Totals
  - Recoupments (if applicable)
  - Payment Totals
  - Voucher Number

**Note:**The 835 can be linked to the PDF RA via the Voucher Number. The Voucher Number is indicated in the BRP11 and TRN04 segments in the 835. On the PDF RA, the Voucher Number is indicated at the bottom of the RA Summary section.
- An EOB Code Description page – found on the last page of the RA. This page lists all of the EOB Codes in the RA.

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## Save a Copy

From the File menu:

8. Click the appropriate menu option to a save a copy (i.e. Save a copy or Save as).

**Note:** If you receive the following message, click **OK**.

9. Navigate to the desired location; enter a title in the **File name** field and click **Save**.