



Job Aid: View Remittance Advice

The POSC offers standard Claims Metrics and Reports to view.

This job aid describes how to do the following.

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

Access View Claims Metrics/Reports

From the **POSC** home page:

1. Click **Manage Correspondence and Reporting**.
2. Click **View Metrics/Reports**. The View/Metrics Reports panel will display.
3. Select the **Provider ID** from the dropdown list.
4. Click **Search**.
5. Select 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 will open in a new window.
7. View the **Admittance Advice** report. The report includes the following.
 - A **Banner Page**
 - The Banner Page message(s) change weekly and may vary between provider types.
 - **Adjudicated claims**, which are indicated as one of the following.
 - Paid
 - Denied
 - Adjusted
 - Suspended
 - Pended
 - A **Summary** section, which includes the following.
 - 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 past page of the RA. This page lists all the EOB codes in the RA.

Save a Copy

From the **File** menu:

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

Note: If you receive an Adobe Reader message, click OK.

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