

Service Level Payment Posting

Prepared for

myUnity Essentials Financial



Netsmart

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Overview

Electronic remittance (835) files can be posted at the charge detail level so long as the Electronic Claims (837) are setup to include a Line Item Control Number. This number is returned by the payer in the ERA file to identify the charge to which the payment should be applied. Posting payments at the service detail level allows for better tracking of unpaid services and a quicker method of [transferring A/R](#) to secondary payers for balance billing.

This option may only be used for Per Visit payers, not PPS episodic or Hospice Per Diem claims.

Setup

Option Set Configuration

Go to **Billing > Electronic Claims** and select the per visit option set used for the payer(s) from the **Option Set Selection** dropdown. Press the **Options** button and in the **Locator** dropdown, scroll to and select the following:

2400.35 REF*6R Line Item Control #: Line Item Control Number.

Press **Save** when done.

Once the Option Set is utilized with this change, claim files will be transmitted or uploaded to the payer with the necessary information for the payer to return a remittance with the payment information at the service line level.

Process

Electronic Payment Posting

The **A/R > Electronic Payments** window has a setting at the user level for **Show/Post Charge Detail**. When checked, service level payments will be posted to the charge detail level in the A/R record. If unchecked, the summarized payment amount will be posted at the claim level instead. Reminder, this only works if the setup has been completed at the Option Set level to send Line Item Control Numbers.

If posting at the charge detail level, it's also recommended to check the option for **Show Claim/Adj Detail** so Electronic Payment Report will show the adjustment code and amount at the claim level as well as the charge level.

Electronic Bill Payment

General Options

Electronic Payment File:

Payment/Adjustment Types:

Payments (+):

Payments (-): Use

Small Balances:

Process Options:

- Report Bad Payments
- Edit Patient Code
- One Payment per Bill
- Show Service Dates
- Allow Bill Date Selection
- Show Claim/Adj Detail
- Show/Post Charge Detail
- Post Zero Paid Amounts

Payments will be applied using the date option below:

Payment Date: Use Check Date

Bill Dates: From: To:

Clearing-House: Include Discarded

Type	Remit-ID	Remit-Date	State	Name
0 %				

Preview Print Save Cancel Get 835

There may be a period during which the Electronic Remittances being posted are from claim files where this information was not yet present. Those remits will continue to post at the claim level.

You can leave both settings checked so that payments will post at the service detail level once the information is present to do so. If the service detail information is missing, the system will post payments at the claim level instead.