

Un-Billing Charges

FAQ

Prepared for

myUnity Essentials Financial



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Un-Billing Charges

Go to A/R > Payments/Transfers (or click **Payments** button).

Payment Entry - Ins: Medicare Pat: Aarons, Aaron Date: 1/2/2021

Summary		Detail		Preferences		Billing Codes					
Insurance:	60016	Medicare	Patient:	All Patients	Admit: 01/02/2021 Birth: 03/08/1932						
From:	1/1/2020	To: 3/30/2021	Invoice#:	All Invoices							
P1 From: 01/02/2021 To: 01/31/2021		Contract: 1E64TE4MK72		<input checked="" type="checkbox"/> Exclude Zero Balances		0.00	*				
Bill-Date	Ins-Code	Ins-Name	Pat-Code	Patient-Name	Billed-Amt	Pay/Adj-Amt	Amount-Due	Invoice-#	Print-Date	Submit-Dat	Submit-Fine
01/02/2021	60016	Medicare	131527	Aarons, Aaron	335.25	0.00	335.25	3797		12/21/2020	
02/06/2020	60016	Medicare	131345	Allen, Yolanda	137.78	196.37	-58.59	3778		3/23/2020	3/23/2020
03/13/2020	60016	Medicare	131345	Allen, Yolanda	1308.33	0.00	1308.33	3780		3/23/2020	3/23/2020
04/30/2020	60016	Medicare	131345	Allen, Yolanda	137.78	0.00	137.78	3782		3/23/2020	
11/08/2020	60016	Medicare	131616	Allyn, Alan	2702.20	0.00	2702.20	3798			
01/07/2021	60016	Medicare	131616	Allyn, Alan	1782.21	0.00	1782.21	3799			
08/05/2020	60016	Medicare	131515	Metcalf, Laurie	369.99	0.00	369.99	3784			
08/06/2020	60016	Medicare	131515	Metcalf, Laurie	369.99	0.00	369.99	3785			
01/06/2020	60016	Medicare	131202	Pedgem, Petey	704.15	0.00	704.15	3777			
11/30/2020	60016	Medicare	131690	Solitt, Manuel	881.37	0.00	881.37	3803			
Pay-Date	Pay-Type	Pay-Description	Batch-No	Remit-No	Paid-Amount	DCN-No					
<No data to display>											

From the **Summary** tab, use the filters at the top of the window to select the **Insurance** and/or **Patient** with the Bill Date(s) under which the charges were billed (the Bill Date assigned when the Billing Audit was posted).

The Insurance and Patient dropdowns show you the most recently selected insurances/patients.

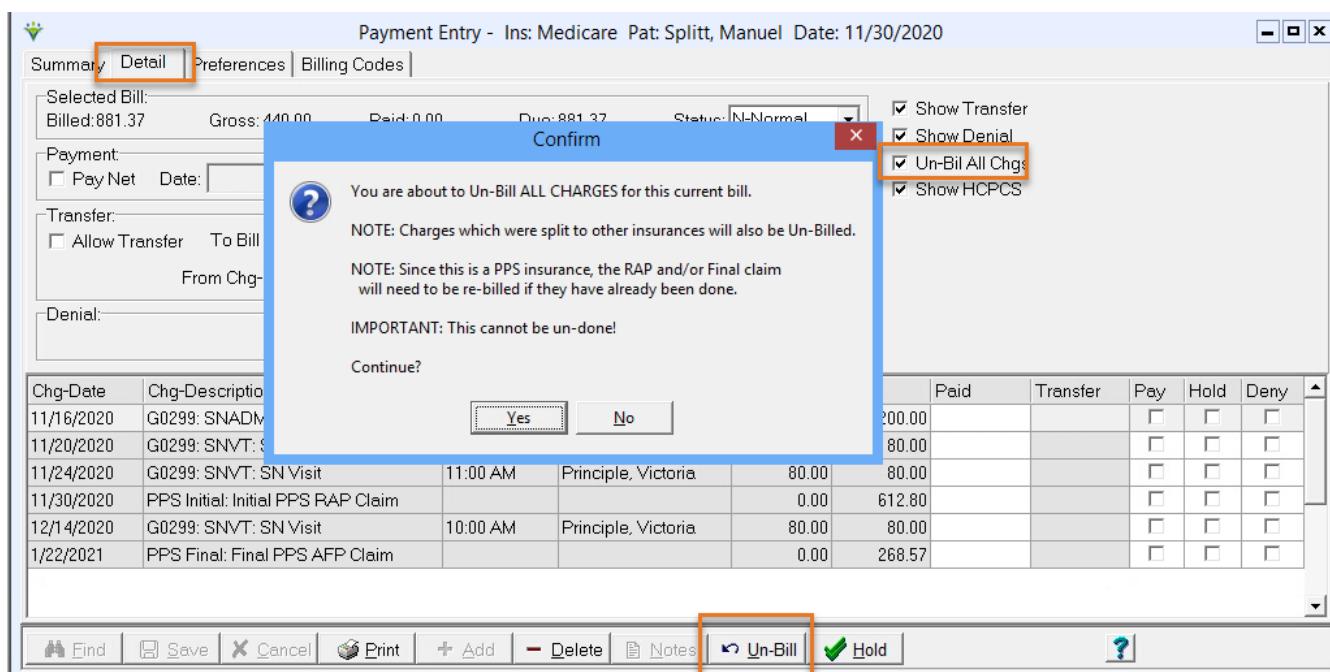
Double click in each field to search for and select a different insurance or patient if needed or type the code in if known.

Charge From/To or Period Date ranges will display at the top of the window to assist with selecting the proper bill record.

Select the bill record by clicking on that row and go to the **Detail** tab.

Select the Charge to be unbilled and press the **Un-Bill** button at the bottom of the window, or if all charges need to be unbilled, check the **Un-Bill All Chgs** box and then press **Un-Bill**.

If un-billing a charge for a PPS payer, the Final PPS AFP Claim charge must also be un-billed. A new Final Billing Audit will need to be run and posted after the charge has been corrected.



If all charges have been unbilled and no payments are attached, on the **Summary** tab press the **Delete** button at the bottom of the window to deactivate the A/R record. Once deactivated the record will no longer be accessible via Payment Entry but can be viewed on the A/R report when run to include Zero Balance A/R for Inactive Bill Status Selection type.

Once charges have been un-billed, repost the corrected visit information from the **Clinical Chart**. If needed, the charge can be deleted from **Charge > Enter/Maintain**.

If the charge was billed to the wrong payer, correct the patient's insurance information and/or Insurance Rates.

If the wrong charge amount was billed, confirm the correct rates have been entered in **File > File Maintenance > Entity > Insurance Type** on the **Ins-Rate** tab.

Run a new Billing Pre-Audit and Audit when done and confirm the charges have the expected rates and visit time prior to posting.