

## Batch Posting

- Batch payments by an individual plan
- Batch payments by an entire insurance class
- Paid claims are highlighted
- Plan payment profile reflects past payments, write-offs and the contracted amount for procedures
- Check amount reduces to zero to verify that all payments were posted
- Automatically inserts the check number in the description field
- Deductible information can be entered — and the amounts are automatically refigured to show the correct paid and write-off amounts
- Posts payments and write-offs by line item as well as by the entire claim
- Secondary claims are automatically created — if not already crossed over by the primary insurance plan
- Ability to save partial posting
- Batch the same charge to an entire list of patients at one time
- Sort any column by clicking the column heading label

**B**atch Payment Posting can be very helpful if an insurance carrier (such as Anthem) is paying the office one check covering several insurance plans within that insurance class. This displays all of the open claims for all of the individual plans included in that insurance class. As each payment is posted, the claim is highlighted in yellow to show that it has been posted, and the balance for that claim is reduced automatically. The check total in the upper-right portion of the screen is also reduced by the amount of the check. At the conclusion of posting, this amount should be zero.

**P**osting payments is as easy as selecting the correct patient or claim from the list and clicking the *Money Bag*. This displays the screen below.

**A**n artificial intelligence module keeps a payment profile by insurance plan and displays what the plan allowed and paid on these specific procedures in the past. We call this the *Payment Calculation Screen*. This allows you to view the last allowed and last paid amounts the system has updated for this carrier. Also, this

window displays the contracted amount with this carrier. This calculation window allows you to change the allowed amount to correspond with the EOMB. Posting the payment is as easy as clicking the payment icon and dragging it to the payment procedure line portion at the bottom of the screen. With this process, the system posts the payment and write-off for the entire claim, as well as each line item. On claims that were resubmitted,

previously paid lines can be unchecked so they are not updated when payments are applied to the *resubmitted* lines.

**A**s with the regular payment posting screen, this module also allows the secondary claims to be automatically processed or noted as crossed over by the primary insurance company.

Billing	Cap	Claims	Maint	Misc
AutoCharge Posting				
AutoPayment Posting				
Batch Charge Posting				
<b>Batch Payment Posting</b>				
Billing Inquiry				F7
Charges / Payments				F6

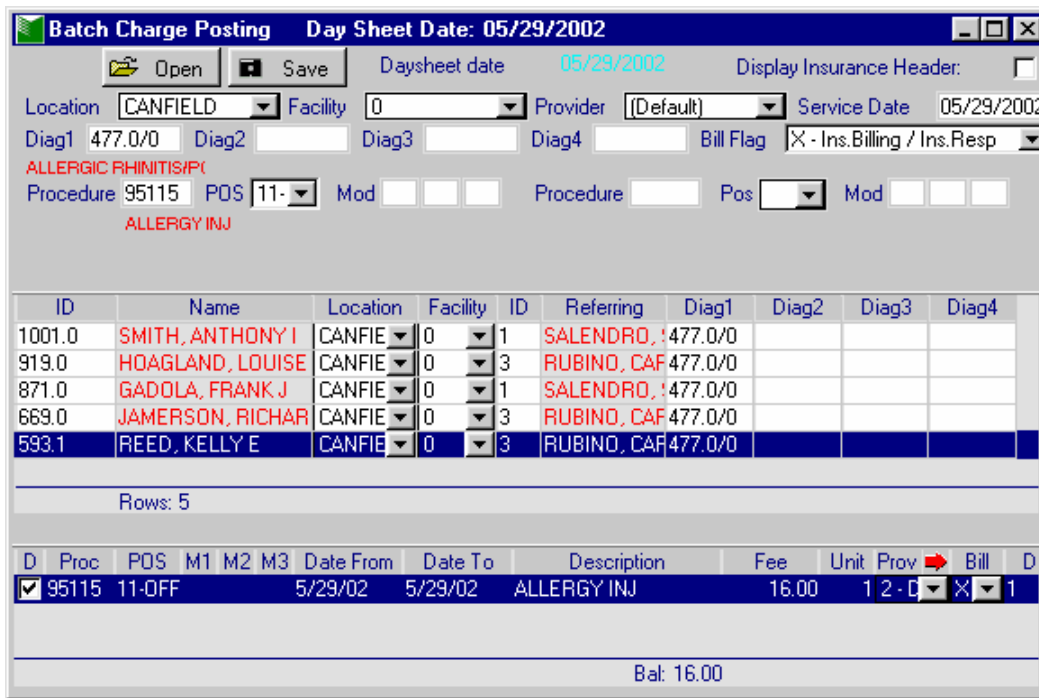
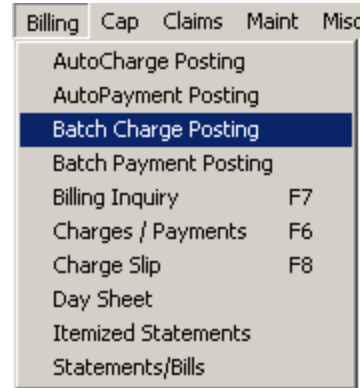
Plan	Class	730 MEDICAL MUTUAL OF OHIO PO BOX	Date Paid	06/11/2002			
Filed Date	(ALL)	From 01/01/1900 To 06/01/2002	Check No	9088			
			Check Amt	266.93			
ID	Patient Name	Posting	Service	Seq	#	Provider	Balance
<input checked="" type="checkbox"/>	608.1 BARNES, KAREN A	4/30/2002	4/23/2002	7	5	1-KUMAR, AJIT V	\$4.12
<input type="checkbox"/>	186.1 FISTER, CAROLYN	6/30/2001	6/30/2001	9	1	1-KUMAR, AJIT V	\$35.00
<input type="checkbox"/>	186.1 FISTER, CAROLYN	10/25/2001	10/18/2001	10	2	1-KUMAR, AJIT V	\$27.00
<input type="checkbox"/>	186.0 FISTER, FRED	5/1/2002	4/24/2002	3	2	1-KUMAR, AJIT V	\$27.00
<input type="checkbox"/>	186.2 FISTER, TEVIN A	5/8/2002	5/1/2002	3	2	1-KUMAR, AJIT V	\$27.00
<input type="checkbox"/>	339.1 GITTERMANN, JACOB	8/28/2001	8/28/2001	2	1	1-KUMAR, AJIT V	\$35.00
<input type="checkbox"/>	491.1 MADELINE, BRENDAN R	5/1/2002	5/1/2002	14	1	1-KUMAR, AJIT V	\$35.00
<input type="checkbox"/>	1002.0 SMITH, VANETTA T	5/19/2002	0/13/2001	3	2	1-KUMAR, AJIT V	\$50.00
<input type="checkbox"/>	132.1 VIROSTICK, ADI	4/25/2002	9/19/2001	9	3	1-KUMAR, AJIT V	\$5.82
Rows: 9							

Location	POLAND	Category	MISCELLANEOUS PATIENT CATEGORI																														
Diagnosis 1	461.0/0	Payment Calculation - Primary Insurance Plan																															
Patient Remarks	\$8 CC	<table border="1"> <thead> <tr> <th>Proc</th> <th>Contract</th> <th>Charges</th> <th>Allowed</th> <th>Misc</th> <th>Deduc</th> <th>Co-Ins</th> <th>Paid</th> <th>Writeoff</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>99212</td> <td>28.07</td> <td>35.00</td> <td>28.07</td> <td>0.00</td> <td>0.00</td> <td>10.00</td> <td>18.07</td> <td>6.93</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2">Totals:</td> <td>\$28.07</td> <td>\$35.00</td> <td>\$28.07</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$10.00</td> <td>\$18.07</td> <td>\$6.93</td> </tr> </tbody> </table>		Proc	Contract	Charges	Allowed	Misc	Deduc	Co-Ins	Paid	Writeoff	Update	99212	28.07	35.00	28.07	0.00	0.00	10.00	18.07	6.93	<input checked="" type="checkbox"/>	Totals:		\$28.07	\$35.00	\$28.07	\$0.00	\$0.00	\$10.00	\$18.07	\$6.93
Proc	Contract	Charges	Allowed	Misc	Deduc	Co-Ins	Paid	Writeoff	Update																								
99212	28.07	35.00	28.07	0.00	0.00	10.00	18.07	6.93	<input checked="" type="checkbox"/>																								
Totals:		\$28.07	\$35.00	\$28.07	\$0.00	\$0.00	\$10.00	\$18.07	\$6.93																								
From	To	11/08/2000 11/08/2001																															
Rows: 1																																	
Date	Procedure	Description	Amount Bill Flag Provider																														
5/29/02	29	PAYMENT MEDMUT OH#9088	\$0.00 X - Tra 1 - KUMAR, AJIT																														
Patient Plans																																	
ID	Policy Group Name	Insurance Category	Plan Type																														
730	MEDICAL MUTUAL OF OHIO	BLUES	Primary																														
Rows: 1																																	
Total Balance: \$62.00		Amount: \$0.00 Seq Bal: \$35.00																															

# More About Batch Posting

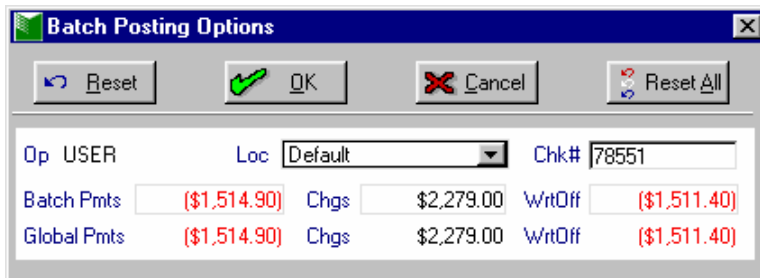
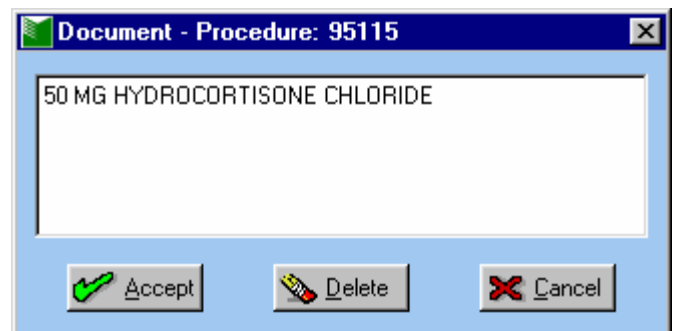
**B**atch Charge posting is helpful in large practices that use centralized billing where the charges are posted later and not at the time of service. This allows specific diagnoses and specific procedures to be batch posted to a wide range of patients at one time. These charges can be identified with a certain location or facility and can be posted together at the same time. This is very helpful in the case of hospital visit charges or nursing home charges.

**C**ommon modifiers can be added to the entire batch, or selected modifiers can be added to each patient's encounter before the charges are batched. A default place of service, location, or service facility can also be entered for all of the charges or changed for each patient's individual charge.



**D**ocumentation can be added to each individual charge. After checking the last column for the procedure, click the *Documentation Icon* on the left of the screen. Another screen appears allowing information to be entered. This is illustrated by the smaller blue screen below. This information (up to 160 characters of text) is linked with the indicated procedure when the claims are sent electronically.

**B**atch Posting Options help to track the running totals for the payments, charges, and write-offs during the posting process. These amounts can be tracked by various locations within a practice, and a check number field allows the check number from the issuing insurance company to be noted in each patient's account. The screen below illustrates these features.



- MORE FEATURES:**
- Shortcut keystrokes
  - Mouse or keyboard control
  - *Quick Text* feature allows rapid fill-in on documentation screen