

Monthly reconciliation checklist

The Ministry sends a Remittance Advice at the start of each month.
Settle those claims in Avaros.

RUN THIS
Once a month, per Remittance Advice

A

Download the Remittance Advice

SKIP IF AUTO-DOWNLOADS IS ON

With auto-downloads on, the file is already in View MOH Files — go straight to step 1.

① Administration › Billing › ② MCEDT Mailbox › ③ Download folder

① Pick your Billing Number › ② check off the **Remittance Advice** row › scroll down and click Download

Administration Panel

- User Management
- Billing**
- Avaros Pay
- Upload Schedule Of Benefits
- Manage Billing Service Code
- Manage Private Billing Code
- Manage Service Code Display Styles
- Manage Invoice View

Upload

* You may select a maximum of 5 files at a time to upload to MC-EDT

Select	File Name	Type	Created on
☐	HHM820.001	Claims	Mon Aug 1
☐	HC023647.001	Claims	Fri Apr 22

Download

77511577 - IEDTS0001 - Success

Billing Number: **Provider Name/Billing Number** Page #: 1 **LOAD PAGE**

* You may select a maximum of 5 files at a time to download from MC-EDT
** to process downloads, click here to view MOH files

Select	ID	Date	Type	File Name	Status
☐	77511577	12/01/2022 03:01	Remittance Advice	File Name Here	DOWNLOADABLE
☐	77509175	12/01/2022 03:01	Remittance Advice Extract		DOWNLOADABLE
☐	77413152	11/25/2022 04:16	Detailed Cat TAB		DOWNLOADABLE
☐	77327180	11/23/2022 12:30	Error Reports Extract		DOWNLOADABLE

1

Ingest the Remittance Advice from View MOH Files

Administration › Billing › **View MOH Files**

① Click the **file name** on the Remittance Advice row — not Download — so the system reads it in.

View MOH files

Archive View: Inbox

Select	Report Date	Type	File Name	Download File	Date Downloaded
☐	2022-12-01 03:01:48	Remittance Advice	File Name	Download	2022-12-01 12:25:41

2

Settle the accepted claims

Administration › Billing › **Billing Reconciliation**

The file appears at the top. ① Click **Settle** or **S35** in the Status column.

Billing Reconciliation

Read Date: 2022/12/01 Payment Date: 20221214 Payable: 0/0 Records/Claims: ##### Total: ##### Action: Error | Summary | Report **Print**

Read Date	Payment Date	Payable	Records/Claims	Total	Action	Status
2022/12/01	20221214	0/0	#####	#####	Error Summary Report	Settle S35

SETTLE

Settles every claim covered by the Ministry, **except** those with 35 errors.

S35

Settles those same claims **and** marks 35 errors (duplicate claims) as settled.