

Payment Reconciliation View Job Aid

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Summary

The Payment Reconciliation View provides details related to procedure adjudication, explanation of benefit (EOB) numbers, and payment. This sheet was updated with additional fields and functionality based on user feedback. The layout and objects remain the same however new columns were added, and the order of the columns changed.

MSO KPI has security measures to prevent users from viewing unauthorized data. This process is achieved through validation of various data point against a patient’s authorization. If any data point is missing/incorrect, KPI suppresses data. Secondary Sage Users are more susceptible to data discrepancy issues due to entry errors in their 837P/I file submission. However, if there is a mapping issue within Sage, Primary Sage Users may also experience data discrepancy issues.

Sheet Overview

No Protected Health Information (PHI) was used in the examples provided.

This sheet is comprised of six (6) sections: Filter, Procedure Overview, Check Summary, Original EOB Summary, Retro Claim EOB Summary, and Common Selector.

Fiscal Year	PATID	Check Number	Claim Status	Contract Number	Batch ID	EOB ID	Retro Claim EOB ID										
Procedure Overview (79)																	
Provider Name	Contracting Provider Program	Client Name	DOS	Performing Provider	Procedure	Auth Grouping	Auth #	Claim Status	Units	Total Charge	Total Disbursed	Procedure Count	Total Takeback	Takeback Date	Retro Reason	Proc... ID	De Clar. Receiv
Totals										\$7,648.30	\$282.20	79	\$6.99...				
Recovery, Inc.	Recovery Facility	TEST,CARLA (148387)	2020-03-17	SCHWARZ,GREG SAPC	Methadone (H0020.UA.HG) and Over	ASAM OTP- 21	155770	Approved	1.00	\$13.93	\$0.00	1	\$13.93	2020-04-13	Contractor Void	11798149	202
Recovery, Inc.	Recovery Facility	TEST,CARLA (148387)	2020-03-17	SCHWARZ,GREG SAPC	Individual Counseling (H0084.UA.HG)	ASAM OTP- 21 and Over	155770	Approved	4.00	\$0.00	\$0.00	1	-	-	-	11798148	202
Recovery, Inc.	Recovery Facility	TTEST,ADDRESS (191599)	2020-02-01	SCHWARZ,GREG SAPC	Group Counseling (H0085.U7.HA)	ASAM 1.0-AR- 12-17	222624	Approved	90.00	\$26.73	\$0.00	1	\$26.73	2020-04-20	Contractor Void	11311808	202
Recovery, Inc.	Recovery Facility	TTEST,ADDRESS (191599)	2020-01-15	SCHWARZ,GREG SAPC	Group Counseling (H0085.U7.HA)	ASAM 1.0-AR- 12-17	222624	Approved	90.00	\$26.73	\$0.00	1	\$26.73	2020-04-20	Contractor Void	11311807	202
Recovery, Inc.	Recovery Facility	TTEST,ADDRESS (191599)	2019-12-31	SCHWARZ,GREG SAPC	Group Counseling (H0085.U7.HA)	ASAM 1.0-AR- 12-17	222624	Approved	90.00	\$26.73	\$0.00	1	\$26.73	2020-04-20	Contractor Void	11311806	202
Check Summary																	
EOB ID	Batch ID	Check Number	Check Date	Check Amount	EOB ID	EOB Date	Charge Amount	Expected Disbursement	Procedure ID								
Totals				\$0.00	Totals		\$7,548.30	\$7,261.13									
77097	111069		-	\$0.00	25866	2020-04-01	\$13.93	\$13.93	12798149								
13511	77445		-	\$0.00	25866	2020-04-01	\$0.00	\$0.00	12798148								
32469	76581		-	\$0.00	26745	2020-04-13	\$26.73	\$26.73	11311808								
27046	71111		-	\$0.00	26745	2020-04-13	\$26.73	\$26.73	11311807								
26933	71814		-	\$0.00	26745	2020-04-13	\$26.73	\$26.73	11311806								
26747	79839		-	\$0.00	26745	2020-04-13	\$26.73	\$26.73	11311805								
26745	79838		-	\$0.00	26745	2020-04-13	\$26.73	\$26.73	11311804								
Retro Claim EOB Summary																	
EOB ID	Retro Claim EOB	Take Back Amount	Procedure ID														
27046	32469	148.15	132110														
27046	32469	148.15	132110														
27046	32469	148.15	132110														
27046	32469	148.15	132110														
27046	32469	148.15	132110														
27046	32469	148.15	132110														
27046	32469	148.15	132110														

Filters

New filters were added to ease drilling down to desired data.

Fiscal Year	PATID	Check Number	Claim Status	Contract Number	Batch ID	EOB ID	Retro Claim EOB ID
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Depending on screen display size not all the filters may be visible. In this case an ellipses will appear, and it can be clicked to expand the selection.

Fiscal Year	PATID	Check Number	Claim Status	...
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Filter Options	
Name	Description
Fiscal Year	Lists the available Fiscal Year. The year is noted by the last year in the year range. For example, FY 2022 reflects Fiscal Year 2021-2022.
PATID	The patient's Sage client number.
Check Number	Check number or check numbers associated to one another.
Claim Status	Reflects the adjudication of a procedure. There are three options: <ol style="list-style-type: none"> 1. Approved 2. Denied 3. Pending
Contract Number	The Agency's contract number.
Batch ID	This is an identifier created by Sage on SAPC's end based on how claims are received and grouped. Multiple claims can have the same Batch ID.
EOB ID	This is the Explanation of Benefits (EOB) number. Providers are sent EOBs through the SFTP, and this number is used for investigation purposes should there be concerns with the data.
Retro Claim EOB ID	If a retro adjudication occurs, a separate EOB is generated. This ID number only reflects retro adjudications.

Procedure Overview

This object is a table that has been expanded to add new data points. Scrolling may be needed to view the object in its entirety.

Provider Name	Contracting Provider Program	Client Name	DOS	Performing Provider	Procedure	Auth Grouping	Auth #	Claim Status	Units	Total Charge	Total Disbursed	Procedure Count	Total Takeback	Takeback Date	Retro Reason	Proce... ID	Date Claims Received	Batch ID	MSO Service ID	Claim ID	Unit Cost
Totals																					
Recovery, Inc.	Recovery Facility	TEST,CARLA (148387)	2020-03-17	SCHWARZ,GREG S APC	Methadone (H0920-UA,HG)	ASAM OTP - 21 and Over	155770	Approved	1.00	\$13.93	\$0.00	1	\$13.93	2020-04-13	Contractor Void	12798149	2020-04-01	70026	SVC.00002	6165793	\$13.93
Recovery, Inc.	Recovery Facility	TEST,CARLA (148387)	2020-03-17	SCHWARZ,GREG S APC	Individual Counseling (H0004-UA,HG)	ASAM OTP - 21 and Over	155770	Approved	4.00	\$0.00	\$0.00	1	-	-	-	12798148	2020-04-01	70026	SVC.00001	6165793	\$0.00

Procedure Overview	
Column Name	Description
Provider Name	Agency Name.
Contracting Provider Program	Site location.
Client Name	This is a combination of the client's name and Sage number. Using the magnifying glass users may search by either name or PATID.
DOS	Date of Service.
Performing Provider	Staff member associated with the service.
Procedure	Description of the billed procedure and the HCPCS/CPT code.
Auth Grouping	The level of care (LOC) on the authorization.
Auth #	Authorization number.
Claim Status	Reflects the adjudication (Approved, Denied, Pending) of the procedure.
Units	The units billed. For Primary Sage Users billing group type services this will not show the group service units but will instead match the duration.
Total Charge	The amount billed to SAPC.
Total Disbursed	The amount that is expected to be paid out to the provider after takebacks.
Procedure Count	The number of services billed. KPI assigns a unique identifier for every transaction, so although a service may be replaced, in KPI it will reflect as two procedures instead of one.
Total Takeback	If a retro adjudication occurred, the amount taken back is noted in this column.
Takeback Date	The date the takeback occurred. This will coincide with the Retro EOB date.
Retro Reason	The reason for the retro adjudication. Typically, if the reason begins with "Denial CO"... this reflects a State Denial. "Contractor Voids" are local takebacks and will not be visible in the State Denial View.
Procedure ID	A unique identifier created by KPI for every transaction.
Date Claims Received	The date the Batch is received by SAPC.
Batch ID	The batch identification number.
MSO Service ID	Unique identifier used by SAPC to validate services and complete retros.
Claim ID	Identifier for claims. Multiple services can have the same claim ID. This is different than the batch ID.
Unit Cost	This is the fee table amount divided by the number of units. A comparison of this field with the corresponding fiscal year's rate matrix will aid in troubleshooting configuration issues.

Check Summary

This is a summary of check numbers associated with EOBs, when the check was issued and the dollar amount of the check.

Check Summary				
EOB ID	Batch ID	Check Number	Check Date	Check Amount
Totals				\$0.00
77007	111969		-	\$0.00
33511	77445		-	\$0.00
32469	76501		-	\$0.00

Check Summary	
Column Name	Description
EOB ID	This is the Explanation of Benefits (EOB) number. Providers are sent EOBs through the SFTP, and this number is used for investigation purposes should there be concerns with the data.
Batch ID	This is an identifier created by Sage on SAPC's end based on how claims are received and grouped. Multiple claims can have the same Batch ID.
Check Number	Check number or check numbers associated to one another. If this field is blank, no check number has been issued yet.
Check Date	The date the check is issued.
Check Amount	The dollar amount associated with the EOB and Check combination.

Original EOB Summary

This object reflects the original EOB information tied to a specific service. This is not to be confused with retro EOBs which reflect retro adjudicated claims.

Original EOB Summary				
EOB ID	EOB Date	Charge Amount	Expected Disbursement	Procedure ID
Totals		\$7,548.30	\$7,281.33	
25986	2020-04-01	\$13.93	\$13.93	12798149
25986	2020-04-01	\$0.00	\$0.00	12798148
26745	2020-04-13	\$26.73	\$26.73	13131808

Original EOB Summary	
Column Name	Description
EOB ID	This is the Explanation of Benefits (EOB) number. Providers are sent EOBs through the SFTP, and this number is used for investigation purposes should there be concerns with the data.
EOB Date	The date the EOB was generated.

Charge Amount	The amount charged for the service. The Total reflects the total charged for the EOBs based on made selections.
Expected Disbursement	The amount expected to be paid out. This reflects approved services which have not been retro adjudicated.
Procedure ID	A unique identifier created by KPI for every transaction.

Retro Claim EOB Summary

This object is a table summary of services that have been retro adjudicated and their associated retro EOB and original EOB. When services are retro adjudicated a Retro EOB is generated.

Retro Claim EOB Summary				
EOB ID	Retro Claim EOB	Take Back Amount	Procedure ID	
25986	26745	13.93	12798149	
26745	26933	26.73	13131808	
26745	26933	26.73	13131807	

Retro Claim EOB Summary	
Column Name	Description
EOB ID	This is the Explanation of Benefits (EOB) number. Providers are sent EOBs through the SFTP, and this number is used for investigation purposes should there be concerns with the data.
Retro Claim EOB	This is the EOB generated after a retro adjudication of a claim, which includes provider-initiated voids and State Denials.
Take Back Amount	The dollar amount retro adjudicated.
Procedure ID	A unique identifier created by KPI for every transaction.

Common Selector

The right-hand side of the sheet has the common selectors which are available on most sheets. If additional drill down is needed, the common selector menu provides a shortcut to adding filters.

Within in each selector there are various field from which to choose for more specificity. The Common Selector options may be obstructed by the size of your screen, and they may need to be right clicked or hovered over the ellipses to see the available options.

Common Selectors:

General contains: Provider Name, Performing Provider Name, Procedure, Contracting Provider Program, Authorization Status, Authorization Type, Authorization Number, Claim ID, Contracting Provider Program Link, Client ID, and Client Status.

Fiscal contains: Fiscal Year, Fiscal Half, Fiscal Quarter, Fiscal Year.Month Abbreviation, Fiscal Month number, Fiscal Year-Half, Fiscal Year-Month, Fiscal Year-Quarter.

Calendar contains: Calendar Year, Calendar Quarter, Calendar Half, Month, Calendar Year-Half, Calendar Year-Quarter, Calendar Year-Month, Calendar Year-Week, Date.

Date Sort: This field defaults to Procedures.Date of Service on all Sheets. Alternative selections can be made through the dropdown.

Authorization Procedures.Begin Date Of Service
Authorization Procedures.End Date Of Service
Authorizations.Begin Date of Auth
Authorizations.End Date of Auth
Batch.Date Batch Created
Batch.Date Claims Received
Budget Tracking.Begin Date
Budget Tracking.End Date
Client.Date of Birth
Client.Smoking Stat Assess Date
EOB Providers.EOB Check Date
EOB Providers.EOB Date
EOB.EOB Check Date
EOB.EOB Date
Procedures.Date Of Service
Provider Activity.Payment Date
Retro Claim Adjudications.Adjustment Date
Voucher.Data Entry Date

Procedure ▾

Provider Name
Performing Provi...
Procedure
Contracting Provi...
Authorization St...
Authorization Type
...
General
...
Fiscal
...
Calendar
Date Sort
Procedure ▾

Procedures.Date Of Service
2019-01-01
to 2022-10-
23