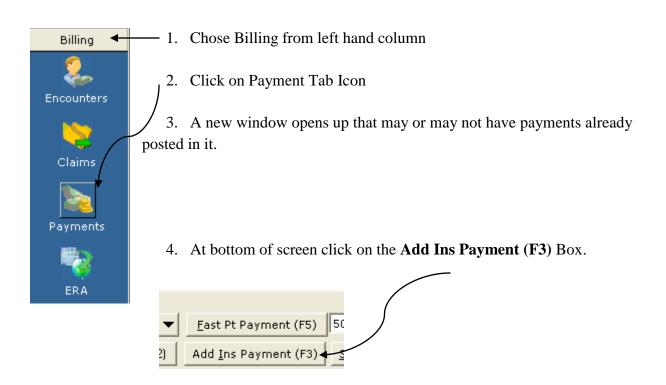
## **Insurance Check Scanning Procedure**



 Enter the Insurance Company on the top of window and click ok. \_\_\_\_\_ If you are not sure which one, go into the patients account, then match it in this window.

🖣 Insurances						
		$\sim$				
Lookup Insurance Name						
	Id	Name	Address Line 1			
1	657	(United) Golden Rule	712 11 Street			
2	487	1199	330 WEST 42ND			
3	513	1199	P O Box 1007			
4	512	1199	P O Box 1034			
5	488	ACS HEALTHNET	P O BOX 14700			
1	114	A . L	DO D 14070			

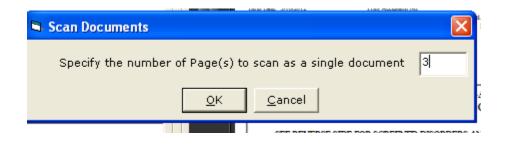
Ę	B Payments	;		×				
	Insurance	Payment Unposted						
	Insurance	Cigna		Sel				
	Address	PO Box 182223						
	City	Chattanooga	State TN Phone	800-244-6224				
	Payment							
	Facility	Facility Kids Care Pediatric Associates Sel						
			Received Dt 07	/12/2012 🔹				
	Amount \$	190.54	Туре С	neck 💌				
	Check No.	00609913141	Check Date 🔽	07/05/2012 💌				
	Batch #	6	EOB Date	07/12/2012 🖵				
	Notes	Browse Time Stamp						
	Payment <u>A</u>	dvisory 💌		<u>O</u> K <u>C</u> ancel				
F	Posted By F	einstein,Stuart D, MD 07	7/12/2012 02:5 L	.ocked by:				

- 6. Enter the amount of the check (you can also copy this amount for later)
- 7. Enter check number
- 8. Enter check date
- 9. Leave EOB date empty
- 10. Enter notes if needed
- 11. Click Payment Advisory next (lower left side of window)

## A new window opens up.

Payment Advise	огу						
Cigna Payment Id: 9335 Payment Date: 0 Check No: 00609		Check Amount Posted Amount Balance	190.54 0.00 190.54	\$			
Claims Posted	Add Claims(F2) Claim Id	<u>G</u> o (F3)		Post CPT (F4)	<u>S</u> can(F5)	X Delete	Show Msg Code
Claim No	Service Date Patient Name	Billed Allov	ved De	duct CoIns	Copay	Paid	Adjustment With

- a. Review information (for insurance, check number and amount) and if OK, Click the Scan (F5) button
- b. A basic scan document window opens. Decide the following:
  - a. Unclick Show Scan UI box
  - b. How many pages
  - c. Duplex or single side (if the EOB has information on both sides of paper, count all the pages including empty pages [except if it is the last page] and this will be number of pages to scan)
- c. Scan document (scan all pages of EOB to include the check as well)



## 12. When the Document Detail window opens:

- a. Name the Check as follows: Insurance Name, amount
- b. Review the document (only for checks that are not \$0)
- c. Assign to Darlene

	Document Details	Progress Notes
Name	Cigna 190.54	Browse
Scanned <u>B</u> y	Feinstein, Stuart D	Scanned Date 7 /12/2012 Browse Time Stamp
<u>D</u> escription		Assigned To Buonocore, Darlene  Facility
Attached <u>T</u> o		
	Make this as document name	Modi View Fax Attach To Patient
	Cigna Realth and Life Insurance Company SCRANTON CLAIM OFFICE PO. BOX 18223 CHATTANOGGA TN 37422-7223 Cigna Health and Life Insurance Company AS AGENT FOR SCHOOL OF VISUAL ARTS, INC. KIDS CARE PED ASC 2266 DUTCH BROADHAY ELMONT NY 11003-3507	Provider Number: 12302127 0005 Date through which claims were processed: 07/05/2012 Paylic 968 How to Contact US Mail to the return address in upper

- 13. Say OK
- 14. Then Close window (bottom right)

Preview
Capa Redu ad its Instance Corpore
Charmon Conference Con
L'ERRE LOYANGLESTS, SC. Transfer Monder 112424227 4945 Constraints (St. State of particular) 1225 5045 F29, 456 79 F29 1226 5071 506 466 79 F29 1226 5071 506 466 79 F29 1226 5071 506 466 70 F29 1226 5071 506 467 1226 507 1226
Provider Explanation of Medical Payment
Understanding this Benefits Statement They per endma survey of the puyees in made thouses.) The accompany per grange the model and on the classics personals are the period. Here extend to the hom and has of each page to see how the
benefit arounds in the Poweler Explanation of Modical Payment Report were determined. In the event a claim is deuted
Rights of Review and Append - for Psycholanne II bashts Care Provider II yes have genome of apprend in hypernal intelligited on the Episanamic Abded in years. Topot, you may take have it worked, II you have a unitaxical apprent with CAOA intellifican, please relation is the providual genetics: accurate with your CAGNA isolabic.ac orderate, a conference in the tormainse.
Rights of Review and Append - You Langeses • Call Member Services at the filth examines on this Applantation of Reachts (1000) or your ID cand if you have quotions regarding this 170. • Playtre on an attained with this coverage decision, you can strict be depend process by submitting a weighten respect to the address.
<ul> <li>The rate of the second s</li></ul>
<ul> <li>True are cultured to serve the uppen response to a signal access to a signal decountered, research and other information relevant to - Visual controls of the final decision in a tensity namesar, such excited into your apple in atteristic, Ny source plans a poversed by IEEA, you also have the right to heing legal action under section Sciplate of IEEA following our review.     </li> </ul>
Check Number 00609913141 Check Amount: 0190.54 Check Date: 07/05/2012
eners de 200 millouis d'autorité de 2000 millouis de 2000 de 2
Refresh Edit Ink Edit MODI Edit 🔽 Fit to Scre

15. And say OK to the next window that opens.

3 Payment Advis	огу	Check Amount	190.54	*			
Cigna Payment Id: 93358, Batch Id: 6 ( ) Payment Date: 07/12/2012 Check No: 00609913141, Dt: 07/05/2012		Posted Amount Balance	0.00 190.54	ş			
Claims Posted	Add Claims(F2) Claim Id	<u>G</u> o (F3)		Post CPT (F4)	Scan(F\$	X <u>D</u> elete	Show Msg Coo
Claim No	Service Date Patient Name	Billed Allow	ved De	duct CoIns	Copay	Paid	Adjustment Wit
	Claims: 0	0.00	0.00	0.00 0.00	0.00	0.00	0.00

16. The check will be listed at the bottom of the list with the amount in red. You are now ready for the next check!



When Scanning checks without any payment (either rejections or no payment), in the amount area put a zero (\$0.00);
in the check# field, put the name of the person that is not being paid; if there is more than one, put multiple
DO NOT REVIEW these documents/checks, but assign them to Darlene

Afterwards, separate check from EOB. Check goes in one pile, the EOB's all are saved in a folder labeled with the current date, and filed in the appropriate place.