

Insurance Check Scanning Procedure



1. Chose Billing from left hand column
2. Click on Payment Tab Icon
3. A new window opens up that may or may not have payments already posted in it.
4. At bottom of screen click on the **Add Ins Payment (F3)** Box.



5. 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.



Payments [Close]

Insurance Payment Unposted []

Insurance: Cigna [Sel]

Address: PO Box 182223

City: Chattanooga State: TN Phone: 800-244-6224

Payment

Facility: Kids Care Pediatric Associates [Sel]

Received Dt: 07/12/2012 [v]

Amount \$: 190.54 Type: Check [v]

Check No.: 00609913141 Check Date: [x] 07/05/2012 [v]

Batch #: 6 [] ... EOB Date: [] 07/12/2012 [v]

Notes: [Browse...] [Time Stamp]

[]

Payment Advisory [v] [OK] [Cancel]

Posted By: Feinstein, Stuart D, MD 07/12/2012 02:5 [] Locked 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.

The screenshot shows a window titled "Payment Advisory" with a blue header. The main area is divided into two sections. The left section contains the following text: "Cigna", "Payment Id: 93358, Batch Id: 6 ()", "Payment Date: 07/12/2012", and "Check No: 00609913141, Dt: 07/05/2012". The right section contains a table with the following data: "Check Amount 190.54", "Posted Amount 0.00", and "Balance 190.54". To the right of this table is a blue dollar sign icon. Below these sections is a toolbar with buttons: "Claims Posted", "Add Claims(F2)", "Claim Id" (with a text input field), "Go (F3)" (with a text input field), "Post CPT (F4)", "Scan(F5)", "Delete", and "Show Msg Code". Below the toolbar is a table with the following columns: "Claim No", "Service Date", "Patient Name", "Billed", "Allowed", "Deduct", "CoIns", "Copay", "Paid", "Adjustment", and "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)

The screenshot shows a dialog box titled "Scan Documents" with a blue header and a red close button. The main area contains the text "Specify the number of Page(s) to scan as a single document" followed by a text input field containing the number "3". Below the input field are two buttons: "OK" and "Cancel".

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

Name: Browse

Scanned By: Scanned Date:

Description:

Attached To:

Make this as document name

Modi View Fax

Progress Notes

Options

Reviewed

Reviewed Doc and Lab

High Priority

Assigned To: ...

Facility:

Attach To Patient

Cigna Health and Life Insurance Company
SCRANTON CLAIM OFFICE
P.O. BOX 182223
CHATTANOOGA TN 37422-7223

Cigna Health and Life Insurance Company
AS AGENT FOR
SCHOOL OF VISUAL ARTS, INC.

KIDS CARE PED ASC
2266 BUTCH BROADWAY
ELMONT NY 11003-3507

009179

Provider Number:
112302127 0005

Date through which claims were processed:
07/05/2012

Payloc:
968

How to Contact Us
 Mail to the return address in upper left corner of this page

13. Say OK

14. Then Close window (bottom right)

EOB Documents(Cigna)

Document List

Date	Scanned By	Name
07/12/2012	Feinstein, Stuart D	Cigna 190.54

Total Documents: 1

Add Update Delete View

Scan Options

Show Scan UI Scan to Color Doc

Turn ADF Off Scan Duplex

Select Scanner

Medic Scan Scan Close

Preview

Cigna Health and Life Insurance Company
SCRANTON CLAIM OFFICE
P.O. BOX 182223
CHATTANOOGA TN 37422-7223

Cigna Health and Life Insurance Company
AS AGENT FOR
SCHOOL OF VISUAL ARTS, INC.

KIDS CARE PED ASC
2266 BUTCH BROADWAY
ELMONT NY 11003-3507

009179

Provider Number:
112302127 0005

Date through which claims were processed:
07/05/2012

Payloc:
968

How to Contact Us
 Mail to the return address in upper left corner of this page

Provider Explanation of Medical Payment

Understanding this Benefits Statement

Rights of Review and Appeal - See Physician or Health Care Provider

Rights of Review and Appeal - See Employee

Payment Summary

Check Number: 0649913141 Check Amount: \$194.54 Check Date: 07/05/2012

Refresh Edit Ink Edit MODI Edit Fit to Screen

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

Claim No	Service Date	Patient Name	Billed	Allowed	Deduct	CoIns	Copay	Paid	Adjustment	With
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!

	93357	Konquillo, Lil U//12/2012	Choisy, Instan M	U34855		40.00	40.00	0.00	0.00
	6	93358	Feinstein, St 07/12/2012	Cigna	00609913141	07/05/2012	190.54	0.00	190.54

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.