

Reconciliation

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The Reconciliation screen will list all/any Transactions for all Locations for your organisation. This is a useful screen to locate Transactions paid to you and to reconcile against your organisations bank account. You can also utilise this screen to confirm your electronic payments from Medicare, DVA and Health funds.

Access Reconciliation Screen

From the CR Dashboard:

- 1. Select **Reconciliations** from Menu.
- 2. The Transactions screen will display the following fields:

Field	Description	Example
Location	This is the Location the transaction was made	Clintel Clinic
Date	This is the date the transaction was processed	
Banked	This is the status of the Transaction (banked /unbanked)	Unbanked
Amount	This the amount of the Transaction	
Transaction	This is they Transaction Type - Cash, Direct Deposit	Direct Deposit
Receipt	This is hyperlink to the specific receipt	
Batch	This the Batch process id - if Medicare processed	
Invoice	This is the Invoice number, if relevant	
Payment Report	This the associated Payment Report, if relevant	
Payment Amount	This is the payment amount, if relevant	
Guarantor	This is the associated Guarantor, if relevant	
Provider	This is the associated Provider, if relevant	

Field	Description	Example
Information	Any additional Information	

From this screen you can completed the following tasks:

- Change Search Criteria.
- Bank any unbanked transactions i.e. electronic deposits (confirm receipt of payment into bank account).
- Take Payment from Guarantor - refer to Payment from Guarantor.

How to Change Search Criteria

This will change the display of transactions on the screen.

1. Select **Change Search Criteria** button.
 - a. The search screen will display.
2. Change the search values by:
 - a. Medical Provider
 - b. Location
 - c. Guarantor
 - d. Transaction Type
 - e. Banked -
 - f. Identifier
3. Change the time period - Receipted Between:
 - a. Start Dates
 - b. End Dates
4. Select a specific amount - Amount Between:
 - a. High
 - b. Low
5. Select the **Create Search Reconciliation** button.

Reconciling Medicare Batch Payments

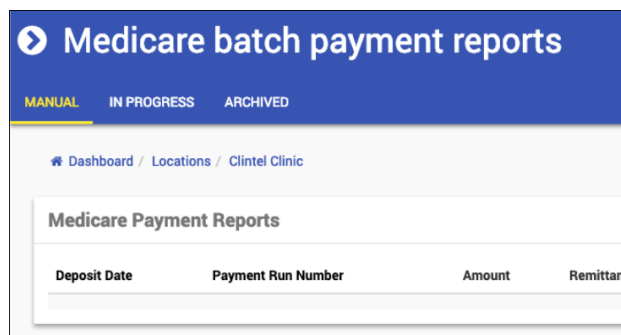
1. Access **Reconciliations**.
2. In the sub-menu, click **Batch Payments**.

- Dashboard
- Reconciliation
- Aged Debtors
- Batch Payments
- Debts
- Eclipse Remittance Advice
- Import BPoint/Stripe/Other Transactions
- TYRO Transactions
- Transactions

Interface: Medicare Batch Payments

The Medicare Batch Payment Reports screen is organised into three tabular interfaces:

- **Manual:** Medicare batch payments where all processing reports have been received, but not all receipts were created or allocated. This interface also displays batch payments where all processing reports have not been received and the payment is over 10 days old;
- **In Progress:** Medicare batch payments where all processing reports have **NOT** been received and the payment is 10 days old or less; and,
- **Archived:** Medicare batch payments that have been marked as processed.



Interface: Batch Payment View

1. View payment reports.
2. Click **Show**.
 - a. The Medicare Batch Payment Reports screen appears.

Bank Details						
Deposit Date	03/08/2015					
Remittance Advice	CLL000007e0155dbcf5e1900					
Account Name	N.MAGNUS					
Bsb	062290					
Account Number	123456789					
Payment Run Number	0130					
Amount	\$72.75					

Batch Claims						
Claim Id	Batch Account	Processing Report	Benefit	Date Of Lodgement	Payment Status	Received
A0055@	2015A0055	645	\$72.75	30/07/2015	Manual allocation required.	

Column Header	Description
Claim ID	Claim identification number.
Batch Account	Batch account number — click to view details.
Processing Report	View details of the batch processing.
Benefit	The amount of the benefit.
Date of Lodgement	The date when the batch was lodged.
Payment Status	<ul style="list-style-type: none"> • Checkmark: Displays when the batch payment receipt is attached and fully allocated. • Invoice(s) Reversed: Displays when there are reversed invoices in the attached batch. • Manual Allocation Required: Displays when there is no processing report and 10 days have passed. • Waiting on Processing Report: Displays when there is no processing report and less than 10 days have passed.
Received	The amount that was received.

Allocating

If a batch shows a Payment Status of 'Invoice(s) Reversed' or 'Manual Allocation Required' then the user will need to manually perform the allocation in order to finalise the batch

1. Click **Allocate**

Batch Number:	2015A0055	Batch Status:	Payment received:	Received:	\$72.75
Date Of Lodgement:	30/07/2015	Processing Report:	645		
Claim Id:	CLL000007e0155b9e0bdds00	Unallocated Amount:	\$72.75		
Payment amount:	\$72.75				

Invoice Id	Patient	Patient Account	Price	Date	Invoice Status	Received	Select Invoice
619	Miss Denise Alisha Jordan	MP - Medicare	\$69.40	16/06/2015	Paid	\$0.00	
647	Mr Lance F Bamfoot	MP - Medicare	\$70.00	25/07/2015	Raised		<input type="text"/> <input type="button" value="Add"/>

2. The details of the invoices originally included in the batch are displayed

3. Where an invoice has been reversed or removed from the batch, a field appears under the **Select Invoice** column

for entering the replacement invoice number

4. Enter the replacement invoice number and press the **Add** button
5. The details of the replacement invoice is displayed along with the items on that invoice
6. Allocate the required amounts to the item(s)
7. Once all the allocations have been entered, click the **Allocate** button

Display of Medicare Rebates

CareRight records the Medicare Benefit payable for a PCI claim on the invoice based on the scheduled rate configured in CareRight. This is recorded as the Rebate Price. However the actual benefit paid by medicare may be different due to the following:

- The patient is not eligible for service (i.e. no benefit paid).
- The rate configured in CareRight have not been update so medicare benefit is different to what is configured.
- The patient is eligible for medicare safety net and receives a higher rate of benefit.

Given this situation, a new field termed "Rebate Paid" will be added as a line item to invoices when applicable. Rules for the display of rebate information are:

- **Rebate Paid:** Appears if a rebate has been paid by Medicare.
- **Rebate Price:** If the Rebate Paid field is applicable AND if the Rebate Price is the same value as the Rebate Paid, then the Rebate Price field will not display.

Line Item	Show	Edit	Adjustment	Refund	
Service Date	22/09/2019				
Item Number	23				
Description	professional attendance by a general practitioner at consulting (being a service to which any other item in this table applies), lasting 20 minutes and including any of the following that are clinical: (a) taking a patient history;(b) performing a clinical examination;(c) necessary investigation;(d) implementing a management plan appropriate preventive health care;for 1 or more health-related appropriate documentation each attendance				
Units	1				
Price	\$74.10				
Rebate Paid	\$38.20				
Allocations					
Date	Statement	Paid	Adjustment	Gst Paid	Gst Adjustment
25/09/2019	Opening Balance	\$38.20	\$0.00	\$0.00	\$0.00
25/09/2019	Opening Balance	\$35.90	\$0.00	\$0.00	\$0.00

Backdating a Transaction

If a user has the appropriate permissions to edit account transactions, then they can modify individual transaction dates. After clicking Allocate, an option (checkbox) to backdate transaction history will appear. When selected, a mini-calendar appears enabling the user to select a different transaction date.

Backlink to Original ERA (New v6.65 Feature)

When viewing a receipt that was automatically created by the system from an Eclipse Remittance Advice (ERA), CareRight provides a display of the originating ERA and link back to the display screen for that ERA.

Batch Claim

Dashboard

Locations

East St Kilda Clinic DESC

Batch Claims

East St Kilda Clinic DESC Batches

Receipt

Date

17/06/2015

Credit

\$167.25

Statement Note

Receipt Note (Printed)

Transactions

Method	Details	Branch	Drawer	Location	Credit	Debit	User
Direct Deposit	RES	Sydney	Medicare	East St Kilda Clinic DESC	\$167.25	\$0.00	

Allocations

Date	Patient	Patient Account	Line Item	Paid	Adjustment	Gst Paid	Gst Adjustment
17/06/2015	Mrs Maggie Peggy Carlson	MP - Medicare	Item: 17610 Invoice: 618 Service date: 16/06/2015 Cost: \$36.55	\$36.55	\$0.00	\$0.00	\$0.00
17/06/2015	Mrs Maggie Peggy Carlson	MP - Medicare	Item: 20940 Invoice: 618 Service date: 16/06/2015 Cost: \$67.35	\$67.35	\$0.00	\$0.00	\$0.00
17/06/2015	Mrs Maggie Peggy Carlson	MP - Medicare	Item: 23021 Invoice: 618 Service date: 16/06/2015 Cost: \$33.70	\$33.70	\$0.00	\$0.00	\$0.00
17/06/2015	Miss Denise Alisha Jordan	MP - Medicare	Item: 53 Invoice: 619 Service date: 16/06/2015 Cost: \$21.00	\$21.00	\$0.00	\$0.00	\$0.00
17/06/2015	Miss Denise Alisha Jordan	MP - Medicare	Item: 73806 Invoice: 619 Service date: 16/06/2015 Cost: \$8.65	\$8.65	\$0.00	\$0.00	\$0.00

Medicare Batch Payment Reports

Deposit Date	Payment Run Number	Deposit Amount
17/06/2015	0097	\$167.25

Show