

# Understanding the Electronic Remittance Advice (ERA) Part A

## For X12N 835 Receivers

UPDATED: 1/16/2025

# Overview of ERA



- Electronic Remittance Advice (ERA) is an electronic report containing remittance data sent from Novitas Solutions, Inc. to the provider, billing service, or clearinghouse.
- Once the ERA file is retrieved, the ERA may be translated through software written by the vendor of your choice, created in-house, or by using PC-Print (Part A) or PC-ACE.
- ERA should be saved to location on your system where you can easily locate it in the future if necessary. Saved copies should be made available to all staff that needs access to these files.
- ERA should be maintained in your system until all accounts are reconciled, and for any future auditing purposes.
- Accounts should be reconciled within 60 days to verify all ERA files were received.
- ERA can be reset as many times as needed during the 60 days available.
- Most software products, like Novitasphere, PC-Print and PC-ACE offer the ability to print the ERA in a format very similar to the Standard Paper Remittance (SPR).

# Overview of ERA, continued



- Software products may also offer the ability to use the ERA for accurate posting to an automated accounts receivable system (check with software vendor for availability).
- ERA will be available on a daily basis, based on claim finalization, and is only available for 60 days.

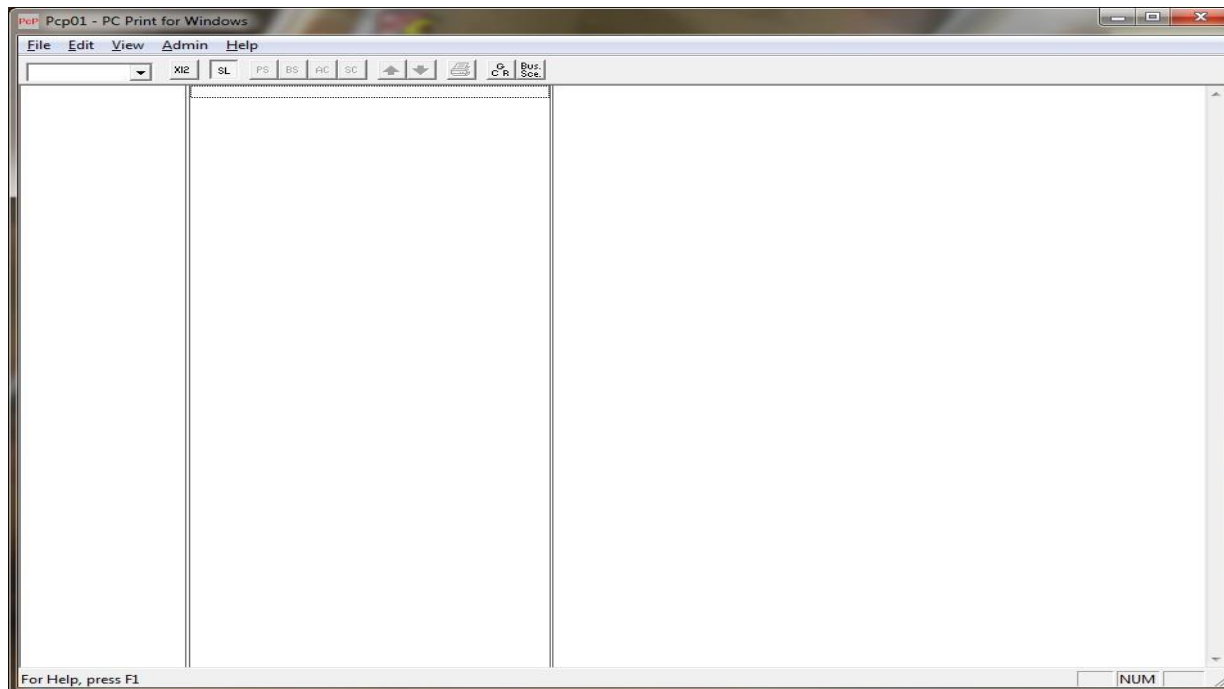
# PC-Print



- The PC-Print software is available to view and print the ERA in a format that looks like the SPR.
- This software is available to download free to Medicare providers and suppliers.
  - JH: <https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00004608>
  - JL: <https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00004608>
- Providers and suppliers can view and print as many or as few claims as needed. This will be especially helpful when you need to print only one claim from the ERA when forwarding the claim to a secondary payer.

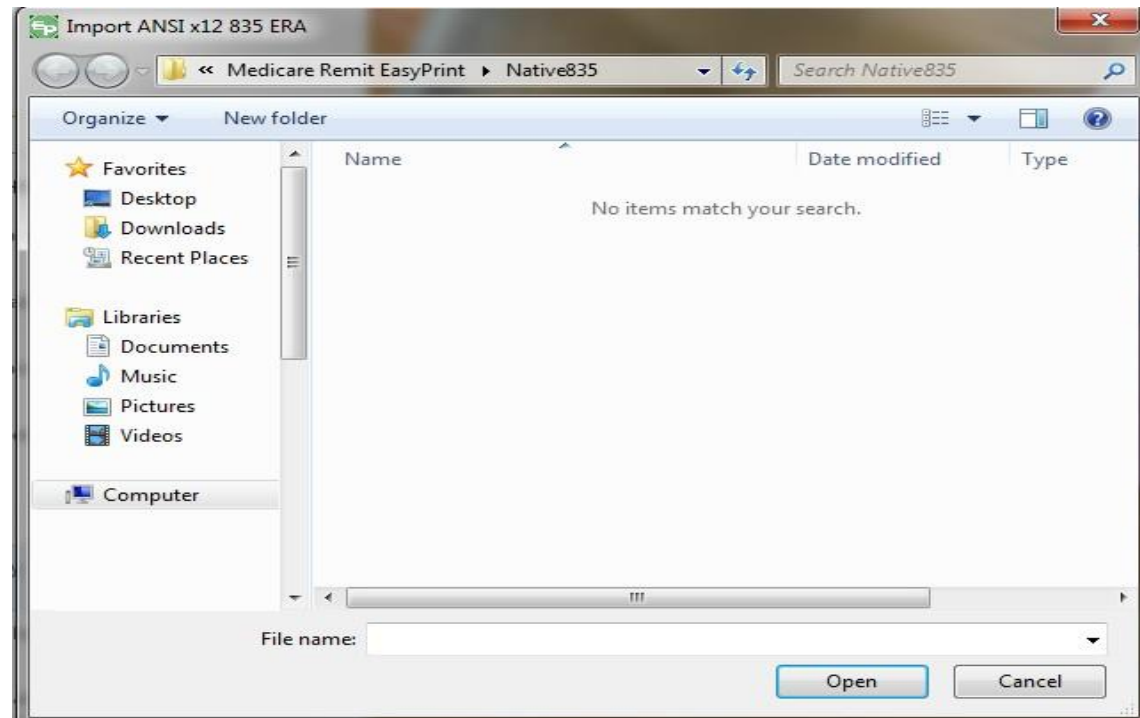
# Demonstration of PC-Print

- Open the program by double clicking on the PC-Print icon.
- To view an ERA, click the X12 button.



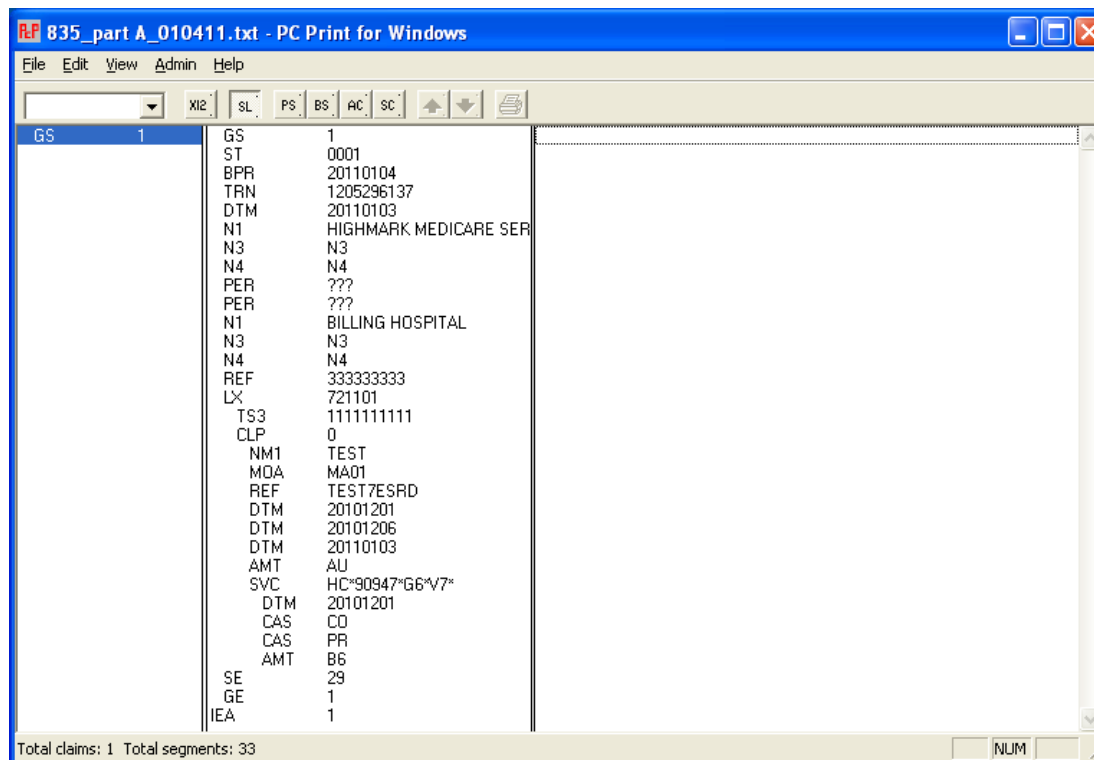
# Demonstration of PC-Print, opening the ERA file

- Locate the ERA file in the designated folder.
- Click the file name.
- Click Open.



# Demonstration of PC-Print, imported ERA

- Below is showing a view of an imported ERA.



The screenshot shows a window titled "835\_part A\_010411.txt - PC Print for Windows". The window contains a table of data with two columns. The first column lists segment identifiers (GS, ST, BPR, TRN, DTM, N1, N3, N4, PER, N1, N3, N4, REF, LX, TS3, CLP, NM1, MDA, REF, DTM, DTM, DTM, AMT, SVC, DTM, CAS, CAS, AMT, SE, GE, IEA). The second column lists corresponding values (1, 0001, 20110104, 1205296137, 20110103, HIGHMARK MEDICARE SER, N3, N4, ???, BILLING HOSPITAL, N3, N4, 333333333, 721101, 1111111111, 0, TEST, MA01, TEST7ESRD, 20101201, 20101206, 20110103, AU, HC\*90947\*G6\*V7\*, 20101201, CO, PR, B6, 29, 1, 1). The status bar at the bottom indicates "Total claims: 1 Total segments: 33".

Segment	Value
GS	1
ST	0001
BPR	20110104
TRN	1205296137
DTM	20110103
N1	HIGHMARK MEDICARE SER
N3	N3
N4	N4
PER	???
PER	???
N1	BILLING HOSPITAL
N3	N3
N4	N4
REF	333333333
LX	721101
TS3	1111111111
CLP	0
NM1	TEST
MDA	MA01
REF	TEST7ESRD
DTM	20101201
DTM	20101206
DTM	20110103
AMT	AU
SVC	HC*90947*G6*V7*
DTM	20101201
CAS	CO
CAS	PR
AMT	B6
SE	29
GE	1
IEA	1

Total claims: 1 Total segments: 33

# Demonstration of PC-Print, single claim detail



- To view a single claim detail, click the SC button to receive the following single claim screen.

pcP 835Ansi\_from\_flat.0394.txt - PC Print for Windows

File Edit View Admin Help

X12 SL PS BS AC SC

Medicare National Standard Intermediary Remittance Advice

FPE: 12/31/2010  
PAID: 01/04/2011  
CLM#: 1  
TOB: 721

NPI: 111111111

PATIENT: TEST A PCN: 0  
HIC: 999999999A SVC FROM: 12/01/2010 MRN: TEST7ESRD  
PAT STAT: CLAIM STAT: 1 THRU: 12/06/2010 ICN: 21100300000008PAA

CHARGES: PAYMENT DATA: -DRG 1.000=REIM RATE  
222.90=REPORTED 0.00=DRG AMOUNT 0.00=MSP PRIM PAYER  
0.00=NCVD/DENIED 0.00=DRG/OPER/CAP 0.00=PROF COMPONENT  
0.00=CLAIM ADJS 107.01=LINE ADJ AMT 0.00=ESRD AMOUNT  
115.89=COVERED 0.00=OUTLIER 0.00=PROC CD AMOUNT  
DAYS/VISITS: 0.00=CAP OUTLIER 0.00=ALLOW/REIM  
0=COST REPT 115.89=CASH DEDUCT 0.00=G/R AMOUNT  
0=COVD/UTIL 0.00=BLOOD DEDUCT 0.00=INTEREST

REV	DATE	HCPCS	APC/HIPPS	MODS	QTY	CHARGES	ALLOW/REIM	GC	RSN	AMOUNT	REMARK CODES
0851	12/01	90947		G6 U7	1	222.90	0.00	C0	45	107.01	
										0.00	
								PR	1	115.89	
										0.00	



# PC-ACE



- The PC-ACE software is available to view and print the ERA in a format that looks like the SPR.
- This software is available for free to Medicare providers and suppliers.
- Prior to retrieving reports, the communication program must be set up to direct the reports into the “mailbox” folder located on the local drive where the PC-ACE software is installed (e.g. C:\WINPCACE\mailbox). This is a one-time process and should not have to be done again.
- Providers and suppliers can view and print as many or as few claims as needed. This will be especially helpful when you need to print only one claim from the ERA when forwarding the claim to a secondary payer.

# Demonstration of PC-ACE

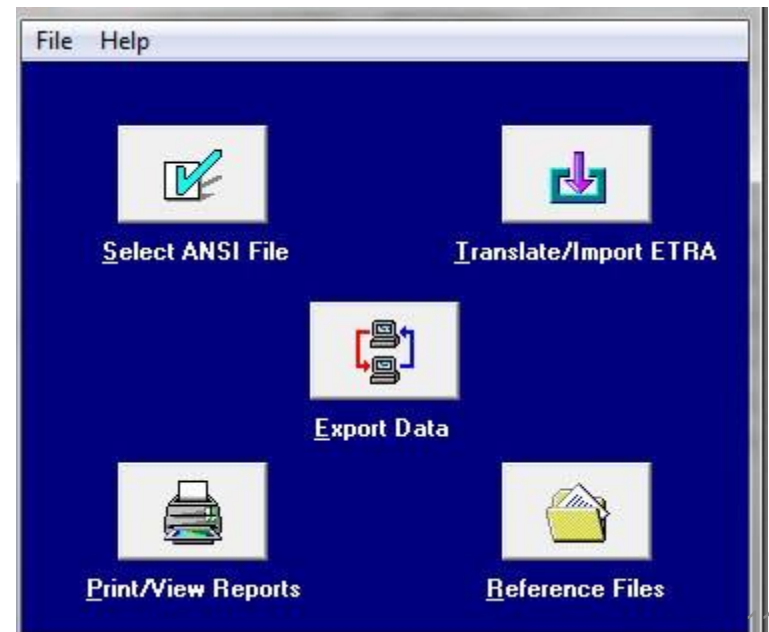
- Click the ANSI – 835 Functions icon
- Click Institutional



# Viewing ERA in PC-ACE



- Click Select ANSI File
- Click on the ERA file you would like to view
- Click Select
- Click Translate/Import ETRA
- Click Print/View Reports
- Choose the type of report you would like to view and click OK
  - *Medicare Remittance Advice (Detail)*
  - *Provider Summary Report*
  - *Provider Remittance Detail*
  - *Provider Remittance Summary*
- Enter specific pages to view or click OK



# Novitasphere



- Novitasphere, is a free web-based portal that is offered by Novitas Solutions to allow users to access, view and print electronic remittances via a secure website portal.
- ERA files are available for download as claims finalize by using the Claim Submission/ERA option.
- ERA files will be available for 60 days.
- To access the ERA, click Claim Submission/ERA and then click File Status and Reports. Choose the files labeled 835 and download them to the specific location/folder.

# Novitasphere, continued



- For a more detailed demonstration of Novitasphere, review the Novitasphere User Guide.
  - JH: <https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00298193>
  - JL: <https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00298193>

# Important Notes

- ERA will be available on a daily basis, based on claim finalization, and is available for 60 days.
- Providers should download reports on a regular basis to avoid missing any important information and save them to a location where they can be easily retrieved by all staff that needs access to the files.
- Clean claims normally are available on the ERA within 14 days of being submitted.
- Electronic billers will need to select where to receive their ERA when completing the EDI enrollment forms.
- The SPR is discontinued 31 days after enrolling for ERA.
- Providers using a clearinghouse or billing service can choose to download the ERA on their own and not receive from the clearinghouse or billing service by enrolling for a direct EDI receiver ID.

# ERA Receiver Option



- To receive ERA directly and not through a clearinghouse or billing service providers must complete the following steps:
  - Verify they can retrieve the ERA via Secure File Transfer Protocol (SFTP) or Novitasphere Portal. More information on connection is available in the 5010 Companion Guides
    - JH: <https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00197704>
    - JL : <https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00197705>
  - Complete the EDI Enrollment form to request an ERA Receiver ID.
  - If interested, download one of Medicare's free software, PC Print or PC-ACE for viewing/printing. PC-ACE requires completion of an enrollment form to accept the software terms.

# Enrolling for ERA



- New providers will enroll for ERA when they enroll for EDI using the EDI or Portal Enrollment form.
- Existing EDI billers can add ERA by completing the appropriate sections of the EDI or Portal Enrollment form. Information is available in the How to Enroll for ERA.
  - JH: <https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00004584>
  - JL: <https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00004584>



# Contact Information



- Forms should be faxed to 1-877-439-5479.
- If you choose to fax your form, please do not mail your form. Only use one method to send your form.

- Forms can be mailed to:

**JH:** Novitas Solutions, Inc.

EDI Services

P.O. Box 3093

Mechanicsburg, PA 17055-1811

**JL:** Novitas Solutions, Inc.

EDI Services

P.O. Box 3011

Mechanicsburg, PA 17055-1801

- For more information on the completion of the forms or help with ERA, contact our Help Desk.
  - JH: 1-855-252-8782, option 3
  - JL: 1-877-235-8073, option 3
  - Novitasphere Portal 1-855-880-8424