

Understanding the Electronic Remittance Advice (ERA) Part B

For X12N 835 Receivers

Updated: 10/15/2025

Overview of ERA

- Electronic Remittance Advice (ERA) is an electronic report sent from Novitas to a provider, billing service, or clearinghouse.
- ERA will be available daily, based on claim finalization, and is only available for 60 days.
- ERA files can be reset by Novitas as many times as needed during that timeframe.
- Once the ERA file is retrieved, it may be translated through software written by Medicare Remit Easy Print (MREP)(Part B), PC-ACE, created in-house, or by any other approved vendor.
- Most software products offer the ability to print the ERA in a format very similar to the Standard Paper Remittance (SPR).
- 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).

Overview of ERA, continued

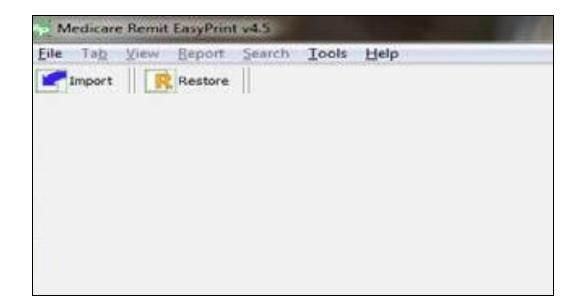
- The ERA file should be saved on your system where you can easily locate it in the future. Saved copies should be made available to all staff that needs access.
- ERA should be maintained in your system until all accounts are reconciled and for future auditing purposes.
- Accounts should be reconciled within 60 days to verify all ERA files were received.
- When changing billing services or clearinghouses, continue to work with the outgoing services until all ERA files are received.
 Only one receiver can receive ERA at a time.

Medicare Remit Easy Print

- The Medicare Remit Easy Print (MREP) software is available to view and print the ERA in a format that looks like the SPR.
- This software is available to download for free to Medicare providers and suppliers.
 - JH: https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00084216
 - JL: https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00084216
- 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.

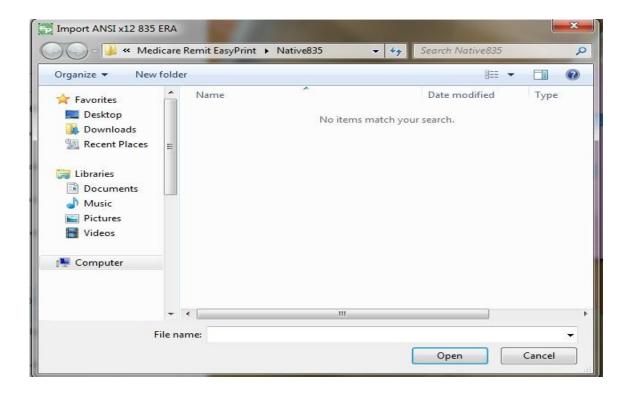
Demonstration of MREP

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



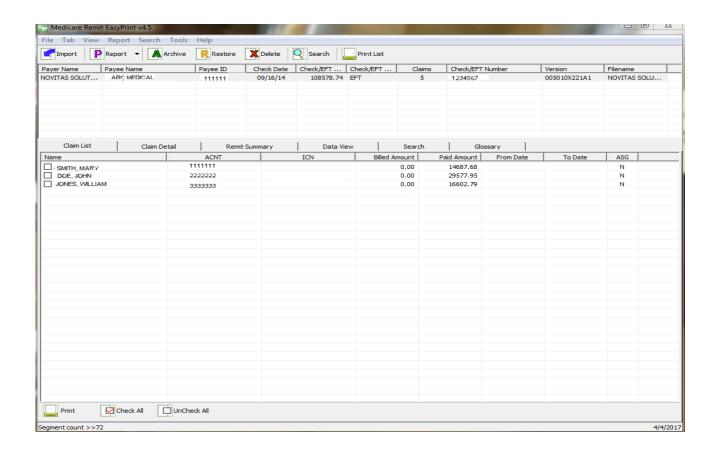
Demonstration of MREP, open file

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



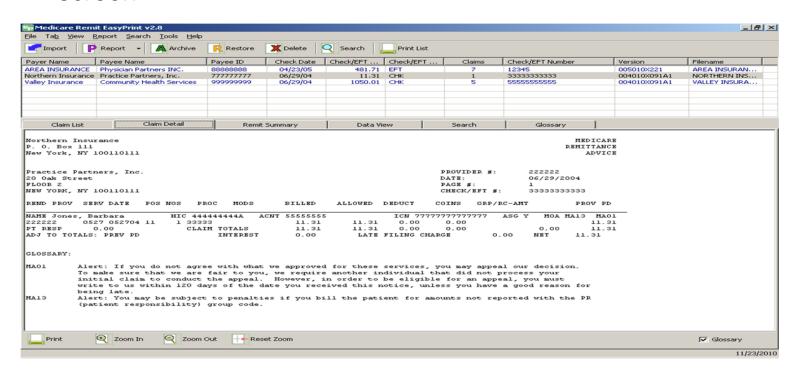
Demonstration of MREP, import ERA

Below is a view of an imported ERA.



Demonstration of MREP, claim detail

- To view the claim detail, click in the box in front of a patient's name or click check all.
- Then click the Claim Detail tab to receive the following screen.



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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.

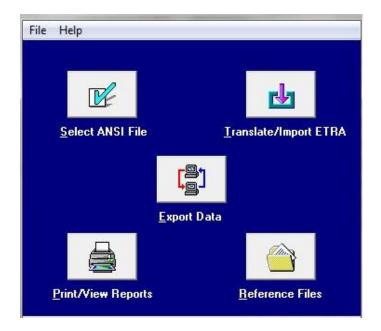
Demonstration of PC-ACE

- Click the ANSI 835 Functions icon
- Click Institutional or Professional



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
- 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.
- After the 60 days, remits can be requested in Novitasphere by using the Claims Info, Request Remittance Advice feature.

Novitasphere, continued

- For a more detailed demonstration of Novitasphere, please 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 daily, 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 45 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.

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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, MREP 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 forms.
- 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

