

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Posting Payments

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Posting a payment Exa Billing

Burger > Billing...



...Payments



Posting a payment in Exa Billing refers to recording payments from patients, insurance companies, or other third-party payers and applying them to the corresponding patient accounts. It involves updating the financial records and reconciling the payments with the billed charges.

In Billing, select **ADD** to post a manual payment.

	Studies	Claims Payn	nents EOB	Report -		Log Off
ADD	REFRESH	EXPORT	GENER/	TE PDF		

Enter settings in the **Payments** screen.

PAYMENTS					
Payment ID	-		Reference Payment ID		
Payer *	Select 🗸		Payment Reason	Select	~
			Paid Location *	Hodorville	~
	CLOB C INVOLUENC.		Payment Mode *	Select	~
Accounting Date *	07/06/2023		Check/Card Number		
Amount *	0.00		Card Name		
Applied			Notes		
Balance					
SAVE CLEAR BACK					
		1			

Left pane:

PAYMENTS	
Payment ID	-
Payer *	Select 🗸
	Select Insurance Patient Ordering Facility Provider
Accounting Date *	07/06/2023
Amount *	0.00
Applied	
Balance	
SAVE CLEAR BACK	

- Payment ID The system will generate a payment ID after you save the payment.
- Payer Select Insurance, Patient, Ordering Facility, or Provider, and then select corresponding payer information in the second drop-down that appears.
- Accounting date This is specific to each customer, but accounting dates can be the day the payment was received or the day the payment was posted (when it arrives at the bank.)
- Amount The total payment to be applied.
- Applied The amount of funds used when posting the payment.

Right Pane:

Reference Payment ID		
Payment Reason	Select	~
Paid Location *	Hodorville	~
Payment Mode *	Select	~
Check/Card Number		
Card Name		
Notes		

- Reference Payment ID Internal numbers or notes.
- Payment Reason Select a reason such as Copay, Self, or Insurance. You can add more payment reasons in the Billing the Setup screen.
- Paid Location If there are multiple facilities, select the facility the payment applies to.
- Payment refers to the method of payment
- Check/Card Number Unless the payment is cash, enter a check / EFT number or card number. If using a card, avoid entering the whole card number.
- Notes Type notes to appear on the receipt.

Posting a patient payment

When posting a patient payment, the Payer search bar prompts the user to enter the patient's information.

When the patient is identified, payments can be applied to claim lines. The dependent claims with an open balance appear under the **Pending Payment by Patient/Claim/Invoice No.** section. Here, you can open the claim by double-clicking it or selecting the edit (pencil) button and apply the funds.

Payment ID	42				
Payer *	Patient	×			
	Test		Cheryl		
	1073TST		06/10/1972		
	Test, Cheryl			* DQ	
	APPLY AL	L .			
Accounting Date *	07/06/2023				
Amount *		15.00			
Applied		\$0.00			
alance		\$15.00			

SAVE	ADD PRINT	PRINT RECEIPT DELE	TE BACK DOCUMENTS	5				
PENDING F	AYMENTS PENDING PAYM	ENTS(BY PATIENT/CLAIM/INVO	DICE NO.) APPLIED PAYMENTS					
Pending p	payments for the patient:	Test, Cheryl (1073TST)						REFRESH BACK TO SEARCH
	CLAIM NUMBER	INVOICE NO.	PATIENT	CLAIM DATE	BILL FEE	BALANCE	CPT CODES	ACCOUNT NO.
0 / 1	1		Test, Cheryl	07/07/2022	\$100.00	\$0.00	70551	1073TST

Enter the payment in the **This Payment** column. If an adjustment is applicable to the claim, you can enter the adjustment here.

Claim: # 1, Tes	t, Cheryl DOCUMENTS					Total P	ayment Record Bai	lance : \$15.00	\otimes
	Total Bill Fee : \$100.00	Applied Pay	rment : 0.00		Applied Adjus	tment : 0.00		DR	Â
CPT Code	CPT Description	Bill Fee Payment	This Payment	Allowed	Adjustment	This Adjustment	Balance	CAS	
70551	MRI BRN BRN STEM C-MATRL	100.00 100.00	0.00	0.00	0.00	0.00	0.00	CAS	- 1
Perr Ini FLAL Total Bill Fee: Others Paid: Adjustment: Patient Paid: Balance:	8100.00 80.00 9100.00 9100.00 80.00	Claim Status * Responsible * Adjustment Code Billing Notes	Paid in Full DISMACIONAL(Primary Is Select	v Isurance) r v	Deduction Colinautance ColPey		0.00 0.00 0.00	VE QLEA	R v
								CAN	CEL.

If the applied amount resolves the balance on the claim, the claim status automatically changes to Paid in Full. You can add adjustment codes to the claim on this screen. The applied payment appears in the Applied Payments tab.

SAV	ADD	PRINT	PRINT RECEIPT	DELETE	BACK DOCUMENTS									
PENDIN	S PAYMENTS P	ENDING PAY	MENTS(BY PATIENT/CL	AIM/INVOICE NO.	APPLIED PAYMENTS									
														REFRESH
	CLAIM NUMBER	INVOICE	NO. PATIENT 🍵		CLAIM DATE	BILL FEE	PATIENT PAID	PAYER PAID	ADJUSTMENT	THIS ADJUSTMEN	IT THIS PAYMENT	BALANCE	CPT CODES	
00	1		Test, Cheryl		07/08/2022	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$50.00)	70551	

Applying a manual insurance payment

Follow the steps in boxes 1 and 2 to add an insurance payment. Note that you must select the insurance option and choose a payment mode of EFT or Check. Alternatively, you can select the payment mode of Adjustment if the insurance payment is a take-back from another account.

After creating the payment, search for the claims on the EOB on the **Pending Payments (by Patient/Claim/invoice No.**) tab.

PENDING PAYMENTS	PENDING PAYMENTS(BY PATIENT/CLAIM/INVOICE NO.)	APPLIED PAYMENTS

Applying a negative adjustment

- Credit adjustments remove money/balances such as a small balance write-off.
- Debit adjustments add money/balances back to the transaction, such as interest paid.
- Refund debits apply when the patient needs a refund
- Recoupment debits occur when insurance may take back payments

Refunding a patient

When you need to issue a patient refund, you must first identify the overpayment by checking the claim. To do this, you can open the claim and select the **Payment** tab at the bottom of the screen.

HAP											
				PREV	NEXT	NOTES	DOCU	MENTS AND REPO	DRTS	/ALIDATE	SAV
Adju	ustment	480.88		1	Refund	1	0.00				
Bala	ance	-5.88		1	Billing Codes		Select		~		
Clair	im Status *	Over Payment 🗸			Billing Class		Select		~		
Billir											
	ing Notes			1	Responsible *						
	ing Notes			1	Responsible *						
'ayn	ng Notes			,	Responsible *						
ayn	ments Accounting Date	Payer Name	Pymt. Mode	Check/0	Responsible *		This Pay.	This Adj.	Payment ID		
Payn	Ments Accounting Date 01/25/2023	Peyer Name	Pymt. Mode	Check/C	Card No.	APPLY	This Pay.	This Adj.	Payment ID 4090	_	

Select the **New Payment** button and then select the responsible party as the patient. Under the payment mode, choose **Adjustment**.



In the new screen, select **DR** and add the adjustment amount. Select the adjustment code as **Refund**, and then select **Save**.

	Total Bill Fee : \$150.00		Applied P	ayment : \$0.00		Applied	Adjustment : \$0.00		DR
PT Code	CPT Description	Bill Fee	Payment	This Payment	Allowed	Adjustment	This Adjustment	Balance	CAS
99213	OFFICE OUTPT EST15 MIN	150.00	0.00	0.00	0.00	0.00	0.00	150.00	CAS
									_
								SAV	E CLI

The adjustment appears in the payment screen.

Removing applied funds

You can remove applied funds on a claim by opening the claim in the payment module.

PAYMENTS						Census Studies	Claims Paym	ients EOB Rep	ort - Setup - Log -	Log Off
Payment ID	47		Reference Payment ID					P	REVIOUS NEXT	
Payer *	Patient ~		Payment Reason	Self	•					
	Test	Cheryl	Paid Location *	Hodorville	•					
	1073TST 0	06/10/1972	Payment Mode *	Cash	v					
	Test, Cheryl	× 90								
	APPLY ALL									
Accounting Date *	08/25/2023		Check/Card Number							
Amount *	50.00		Card Name							
Applied	\$20.00		Notes							
Balance	\$30.00									
SAVE ADD PRINT	PRINT RECEIPT DELET	TE BACK DOCUMENTS								
PENDING PAYMENTS PENDING PAYM	MENTS(BY PATIENT/CLAIM/INVO	ICE NO.) APPLIED PAYMENTS								
										REFRESH
CLAIM NUMBER INVOICE N	IO. PATIENT ÷	CLAIM DATE	BILL FEE PATIENT PAID	PAYER PAID	ADJUSTMENT	THIS ADJUSTMEN	THIS PAYMENT	BALANCE	CPT CODES	
C 🖉 🖩 1	Test, Cheryl	07/08/2022	\$100.00 \$50.00	\$0.00	\$30.00	\$0.00	\$20.00	\$0.00	70551	

Select the edit (pencil) button to open the claim.

Test Bill Fer: \$100.0 Agster Perrent: This Peyment Allowed Adjustment Balance CAS OPT Code OPT Description Bill Fer Peyment Allowed Adjustment Balance CAS 70551 MH BAN BAN SEM CMATRIL 100.00 50.00 20.00 30.00 0.00 0.00 CAS Perrent: Test Bill Fer: \$100.00 50.00 20.00 30.00 0.00 0.00 CAS Perrent: Test Bill Fer: \$100.00 Claim Status * Pad In Full * Deduction 0.00 Others Pad: \$0.00 Adjustment Code Select: 0.00 0.00 0.00 Adjustment: \$0.00 Adjustment Code Select: C Frauzance 0.00 0.00 Adjustment: \$0.00 Billing Notes Select: C Frauzance 0.00 0.00 Select: C Frauzance 0.00 Select: </th <th>Claim: # 1, Te</th> <th>est, Cheryl DOCUMENTS</th> <th></th> <th></th> <th></th> <th></th> <th>Total Payme</th> <th>ent Record Balance</th> <th>: \$30.00 🕟</th>	Claim: # 1, T e	est, Cheryl DOCUMENTS					Total Payme	ent Record Balance	: \$30.00 🕟
Part No. 100.000 Processing from track Processing from track <thp< th=""><th></th><th>Total Bill Fag - \$100.00</th><th>Annlied Paym</th><th>aant - \$20.00</th><th></th><th>Applied Adjustme</th><th>ant - \$0.00</th><th></th><th></th></thp<>		Total Bill Fag - \$100.00	Annlied Paym	aant - \$20.00		Applied Adjustme	ant - \$0.00		
DPT Code CPT Code CPT Code CPT Code CAS 70551 MRI BRN BRN STEM CHATRI 100.00 50.00 20.00 0.00 30.00 0.00 0.00 CAS Part Million Code 20.00 0.00 30.00 0.00 0.00 CAS Part Million Code 20.00 0.00 30.00 0.00 0.00 CAS Part Million Code 20.00 0.00 30.00 0.00 0.00 CAS Part Million Code 20.00 0.00 30.00 0.00 0.00 CAS Part Million Code 20.00 0.00 30.00 0.00 CAS Part Million Code Part Infullion Deduction 0.00 Others Part 50.00 Responsible * Test Chery(Partert) Cinisurance 0.00 Adjustment 50.00 Billing Notes		1010 001 102 . 0100.00		ETR. 020.00		Applied Adjustine		Ubit	
PRV M FALL 100.00 50.02 20.00 0.00 30.00 0.00 CAS PM M FALL	CPT Code	CPT Description	Bill Fee Payment	This Payment	Allowed	Adjustment Th	nis Adjustment	Balance	CAS
PWY IN FALL SAVE CLEAN Total Bill Fee: \$100.00 Claim Status * Paid in Full • Deduction 0.00 Others Paid: \$0.00 Responsible * Test Chery(Patient) • Co-insurance 0.00 Adjustment: \$30.00 Adjustment Code Select • Co-Pay 0.00 Patient Paid: \$70.00 Billing Notes	/0551	MRI BRN BRN STEM C-MATRL	100.00 50.00	20.00	0.00	30.00	0.00	0.00	CAS
Others Pad: 50.00 Responsible * Text.Chery(Patient) * Co-Insurance 0.00 Adjustment: 530.00 Adjustment Code Select * Co-Pay 0.00 Patient Paid: 570.00 Billing Notes Co-Pay 0.00 Ralsoner 50.00 Co-Pay Co-Pay 0.00	PAY IN FULL Total Bill Fee:	\$100.00	Claim Status •	Paid In Full		Deduction		PRINT ST	ATEMENT -
Others Plat: overall Responsible * rest, Deryinfrasenti) * Co-finurance 0.00 Adjustment: 530.00 Adjustment Code Select * Co-Pay 0.00 Patient Platic: 570.00 Billing Notes 0.00 0.00 Rulscow 50.00 Co-Pay 0.00		\$0.00							
Adjustment: \$30.00 Adjustment Code Select • CoPay 0.00 Patient Paid: \$70.00 Billing Notes Rateware \$0.00 CAMCEL	Others Paid:	30.00	Responsible *	Test, Cheryl(Patient)	Ť	Co-Insurance		0.00	
Patient Paid: \$70.00 Billing Notes Ratework \$0.00 CAMCEL	Adjustment:	\$30.00	Adjustment Code	Select	Ŧ	Co-Pay		0.00	
Ratewar \$0.00	Patient Paid:	\$70.00	Billing Notes						
CANCEL	Ralanna	\$0.00							
									CANCEL

Select **CLEAR** or manually zero out the payment in the **This Payment** box and select **SAVE**.

If you need to remove funds, you can use an adjustment code. If the existing adjustment codes don't meet your needs, you can create a new one in Billing's **Setup** area.

We recommend adding a billing note when adjusting a payment. The payment history still appears on the claim. A payment must be deleted if it needs to be completely removed from the claim history.

Uploading electronic payments

In Exa Billing, you can upload 835 files. In the healthcare industry, 835 files often refer to Electronic Remittance Advice (ERA) files. These files contain important information about claim payments and are commonly used by healthcare practices, facilities, and billing companies to automate the process of posting claim payments into their systems.

To upload a payment file, first download it to your desktop or designated folder. In Billing, select the **EOB** tab, and then select **Upload & Process EOB File**.



Select the payment file and select **Open**. Payment files can be stored in a folder of your choice.

← → Y ↑ 🔜 > This PC >	~	O Search This PC	
Organize 🔻			•
৵ Quick access OneDrive - Konica Minolta	Name V Folders (7)	Type System Folder	Total
This PC	Desktop	System Folder	
 3D Objects Desktop Documents Domloads Music Fitures Videos Windows (C) SharedDrive (Z.) Network 	 ☐ Documents → Downloads → Music □ Pictures ☑ Videos > Devices and drive * Windows (C:) ⇒ Windows (C:) > Network location ⇒ SharedDrive (Z:) 	System Folder System Folder System Folder System Folder System Folder System Folder to cal Disk Local Disk s (1) Disconnected Network Drive	
File name:	٢	V All files	× ancel

Choose the insurance carrier the payment pertains to.

			Download	UPLOAD & PROCES
FILEN	ЕОВ			
835 tes	Payment Identifier			
	Insurance	Select Insurance Provider +		
		PROCESS PAYMENTS CANCEL		
			CANCEL	

Select **PROCESS PAYMENTS**.

EOB		
Payment Identifier	62118	
Insurance	AETNA SENIOR SUPPLEMEN PROCESS PAYMENTS	CANCEL

The file appears in the EOB screen, and the status should be Success.

ЕОВ					Census Studies Claims	Payments EOB Report - Setup - Lo	g ▼ Log Off
					Download UPLOAD & PROC	ESS EOB FILE PREVIEW EOB FILE	RELOAD
	ID.	PAYMENT ID	FILENAME	SIZE	FILE UPDATED DATETIME	STATUS	
					10/11/2023 - 11/09/2023	All	~
View Upload PDF	1	54	835 testfiwFL2023041420525953_File164_File1644E85680009.0776.R251.835	8 KB	11/09/2023 4:53 pm	Success	

Payments are matched based on last name. The patient's name entered at the time of registration must match the patient's name on their insurance card. If it does not match, the claim is not automatically posted.

The uploaded file now has a payment ID and can be found in the Payment Tab.

PAYMENTS								Census	Studies Claims F	ayments EOB	Report - Setup -	Log ≁ Log Of	ff
Payment Status		APPLY TOS PA	YMENT	Paym	ent Total Tot	al Payment	Adjustment Total	ADD	REFRESH	EXPORT	GENERATE PDF		
ALL SELECTED (4) -	SM	IALL BALANCE A	DJUSTMENT	\$5,7	95.71	Applied	\$924.00						
PAYMENT II REFERENCE PAYMENT DATE	ACCOUNTING DATE	PAYER TYPE	PAYER NAME	PATIENT MRN	PAYMENT AMOU	\$155.00 PAYMENT APPLI	BALANCE	ADJUSTMENT	NOTES	PAYMENT MOD	CHECK/CARD NUMBER	FACILITY	POSTED
		All 🗸								All 🗸		All	~
	04/18/2023 In	nsurance a	AETNA SENIOR SUPPLEME		\$3,422.71	\$0.00	\$3,422.71	\$0.00	Amount shown in EOB	EFT	812662870	Hodorville	Harper,
	11/01/2023 P	atient I	Harper, Test	ZZ DUMMY ACCOUNT -	\$0.00	\$0.00	\$0.00	\$719.00	Small Balance Write-Of	f Adjustments		Konica Minolta	He Harper,

The system also displays the payment amount and the amount received that matches outstanding claims.

PAYMENTS		Census Studies Claims P
Payment ID	54	Reference Payment ID
Payer *	Insurance 🗸	Payment Reason Select 🗸
	AETNA SENIOR SUPPLEMENTAL	Paid Location * Hodorville •
	EOB O Invoice No. Invoice No.	Payment Mode * EFT 🗸
Accounting Date *	04/18/2023	Check/Card Number 812662870
Amount *	3422.71	Card Name
Applied	\$0.00	Notes Amount shown in EOB : 3422.71 Amount received for matching orders : 0.00
Balance	\$3,422.71	
SAVE ADD	PRINT DELETE BACK	
PENDING PAYMENTS	PENDING PAYMENTS(BY PATIENT/CLAIM/INVOICE NO.) APPLIED PAYMEN	NTS

If a payment does not automatically post to a claim, you can find the claim by searching in the PENDING PAYMENTS (BY PATIENT/CLAIM/INVOICE NO.) tab.

PE	ENDING PAYMENTS	PENDING PAYMENTS(BY PATIEN	NT/CLAIM/INVOICE NO.)	APPLIED PAYMENTS				
	Starts With 🖌 All		✓ Show Inactive □Sear	rch Owners				
	Last Name	First Name	MRN		Claim ID	SEARCH	Invoice No.	SEARCH
	PATIENT SEARCH RES	ULTS						

Exporting payments

Payment records can be exported as an alternate way to manage raw payment data in a custom format. The criteria for export can be filtered by any field that has the dropdown button.



After setting the criteria, select **Export** in the top right corner. The report is in .csv format and has all columns listed in the payment module.

ADD	REFRESH	EXPORT	GENERATE PDF
	nei neoir		CENERGIEFON