I N D I V I C A

RA and Billing Correction

When your remittance advice (RA) is received, you will need to process it. Once it has been processed, you will be able to view any changes made to your invoices by OHIP.

I. Accessing Your RA

1. Click on Admin. Go to View MOH Files.

2. A file in the format PN######.### is a Remittance Advise (RA) file. The N will be a letter referencing the month (A for January, B for February, etc.). The first six numbers will be the doctor's OHIP billing number.

☐ PC129**###.###**   Download   2012-03-02

   Note: Files starting with E are an Error Claims Report. See Section IV.
   Files starting with B are Batch Acknowledgements.
   Files starting with X are Batch Rejections.

3. Click on your RA file. The file will download and will be available for viewing in the new window, Billing Reconciliation.
   Note: You can later access this window by going to Admin then clicking Billing Reconciliation.
   Note: Click Download if you wish to export this file.

Read Date	Payment Date	Payable	Records/Claims	Total	Action	Status
2013/06/04	20130614	Name of payable party	###/####	$$$.$$	Error | Summary| Report | Undo	Settle S35

II. Processing the RA

1. Click on Admin then Billing Reconciliation. The Billing Reconciliation window appears.

2. Under the Action column, click on Error - this is a report on errors for this RA. You can choose a provider and click Generate to view it. When you have finished with this document (read it, printed it, etc.), close it.

| All Providers ⬍	Generate	Print	Close
Pay		Error	

3. Under the Action column, click on Summary - this is a report on the information on this RA. You can choose a provider and click Generate to view it. When you have finished with this document, close it.

4. Under the Action column, click on Report. When you have finished with this document, close it.
   Note: The total amounts on this will not populate if the Error and Summary reports (steps 2 and 3) are not generated for that RA.
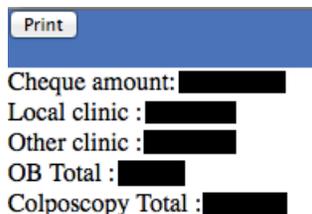
Print

Cheque amount: ██████
Local clinic : █████
Other clinic : █████
OB Total : ████
Colposcopy Total : █████

Warning: Do not click Undo. This function removes the RA from Billing Reconciliation as if the RA had never been clicked on from View MOH Files.

5. Under Status, click on Settle. At the prompt, click OK. The window will close.
   Note: This marks all bills paid by OHIP has Settled in your OSCAR system.

6. Under Status, click on S35. At the prompt, click OK. The window will close.
   Note: This marks all bills marked solely with error 35 (previous paid claim) as Settled in your OSCAR system.

7. Your RA has been processed. You can verify this by going back to the Billing Reconciliation. Under Status, processed RA's will be marked as "Processed".

III. Generating a List of Invoice Errors

There are two steps to correcting bills.
First, we need to find the exact date when the clinic was last paid.
Second, we find all the invoices billed prior to that day that have the status Submitted OHIP (that is, not settled/paid). Since these were not Settled, there must be errors.

1. Click on Admin then Invoice Reports.

2. Set the following filters:
   (a) Uncheck Bill Patient.
   (b) Select the appropriate provider.
   (c) Click From to open a calendar. Choose a date from which to start looking for errors.
   Tip: Clicking on the double-back-arrow will go back one full year.
   Note: OHIP does not pay for invoices older than 6 months.
   (d) Click To to open a calendar. Choose today's date.
   (e) Change the invoice status to Settled/Paid.

6. Click Create Report. Your report may take a few moments to fully populate.

7. At the bottom of this list, you will see the last day your selected provider was paid by OHIP.

2012-10-25	91498651	▓▓▓▓▓▓▓	S	N/A	K013A	62.75
2012-10-25	91500561	▓▓▓▓▓▓▓	S	N/A	A185A	176.35
2012-10-25	31847	▓▓▓▓▓▓▓	S	N/A	A185A	176.35
Count:	3424	3424			Total:	▓▓▓▓

8. Change the filters as follows:
   (a) Change the Change the To date to the last paid date.
   (b) Change the invoice status to Submitted OHIP.
   (c) Click Create Report. Your report may take a few moments to fully populate.

SERVICE DATE	PATIENT	PATIENT NAME	STAT	SETTLED	CODE	BILLED	PAID	ADJ	DX	TYPE	ACCOUNT	MESSAGES
2011-12-14	33671	▓▓▓▓▓▓	B	N/A	A184A	62.10	0.00	62.10	191	HCP	196	Edit
2012-01-06	91498880	▓▓▓▓▓▓	B	N/A	A185A	176.35	0.00	176.35	346	RMB	386	Edit
2012-01-12	32070	▓▓▓▓▓▓	B	N/A	C188A	31.00	0.00	31.00	436	HCP	478	Edit D3

4. Click Edit next to any invoice to correct those bills. Note the error codes that appear next to Edit.
   Note: Not all erroneous invoices will have error codes under Messages. Click Edit to see the error codes and a brief description.
   Note: Error codes only appear if the error claims reports have been opened from the View MOH Files menu. See Section IV.

| Enter Invoice No | 143 | Last update: 2012-05-14 15:56:50 |
| OHIP Claim No | | |

EH2 mismatched version code
EH2 mismatched version code
EH2 mismatched version code

Patient Information

Patient Name: ████████	Health #: ████████	RS: NR
Sex: M	D.O.B.: ████████	
Referral Doctor:	Referral Doctor #: ████	Search

Additional Information

HC-Type: [ON–Ontario ⇕]   Manual Review: ☐

Billing Information   Billing Date🗓: 2011-12-02

Billing Type: Pay Program:
[B | Submitted OHIP ⇕]   [Bill OHIP ⇕]

```
--- Select Bill Type ---
H | Capitated
O | Bill OHIP
P | Bill Patient
N | Do Not Bill
W | Bill Worker's Compensation Board
B | Submitted OHIP
S | Settled
X | Bad Debt
D | Deleted Bill
I | Bonus Codes
```

Billing Physician#:
[████████ | ████████ ⇕]

Admission Date🗓: [ ]

Description	Unit	$ Fee	Settle
...ted consultation- neurology	1	84.95	☐

5. It is up to your office to decide how to correct invoices. Below are commonly used methods.
   (a) If an invoice was rejected and the error indicates that it will never be paid, you can set the Billing Type to "X | Bad Debt" (e.g. an invoice older than six months).
   (b) If an invoice was already paid (e.g. a third party invoice, previously paid by OHIP), you can set the Billing Type to "S | Settled".
   (c) Bills for bonus codes must be set to Billing Type "I | Bonus Codes".
   (d) Check "Manual Review" to contest an erroneous bill.
   (e) To resubmit an invoice you have corrected, change the Billing Type to "B | Bill OHIP". The invoice will be sent back to OHIP the next time a batch is generated that includes that invoice's bill date.

IV. Correcting with Error Claims Reports
   1. Click on Admin. Go to View MOH Files.

   2. A file in the format EN######.### is an Error Claims Report (error report). The N will be a letter referencing the month (A for January, B for February,

etc.). The first six numbers will be a doctor's OHIP billing number.
Note: In order to have invoices in OSCAR to reference error codes, the error report that contains it must be clicked on.

View File	Download File	Date
EK ##### .001	Download	2012-11-08

3.   The report contains information on invoices that had an error(s). Note the Invoice #.
Note: You can print this report by clicking Print.

Print	**oscarBilling**											

Claims Error Report

MOH Office: N		Provider #: 204420		Group #: 0000		Opr.#: 000000		Sp. Code: 00		Spec.#: V03		Station #: 720		Clm Date: 20121107

Health#	D.O.B	Invoice #	Type	Ref Phy#	Hosp #	Admitted	Claim Errors	Code	Fee Unit	Unit	Date	Diag	Exp. Code Error
3086396870	19540607	00003122	P					A007A	003470	01	20121105	780	EH2

Record Counts: [		Header 1: 0000001		Header 2: 0000000		Item: 0000001		Message: 0000000]

Close

4.   From Admin, click Billing Correction.

5.   Enter the invoice number and hit Search.

Enter Invoice No	3122	Last update:		Search
OHIP Claim No				

Patient Information

Patient Name:		**Health#:**	**RS:**
Sex:		**D.O.B.:**	
Referral Doctor:		**Referral Doctor #:**	Search

6.   Correct the invoice as appropriate. See Section III, step 5.