MRxPay Job Aid

October 14, 2022

The WebRA tool has been upgraded and is now known as MRxPay. MRxPay provides the same ability as the previous tool to search for and view remittance advices (RAs). If you are an existing WebRA user, you will need to complete the UAC Migration steps prior to accessing MRxPay (a link to the *UAC Migration Job Aid* can be found on the Provider Home window).

Figure 1.0.1 – MRx Pay Finance Portal Home window

To execute a document search, complete the following steps:

1. Click the **Document Search** button.

Figure 1.0.2 – Document Search window

The following search criteria are available on the Document Search window:

- Date Range
- Check Number
- Electronic Remittance (835)
- NPI or Chain ID

2. Adjust the **Search By Date Range** as desired.

3. If searching by check number, click the **Search By Check Number** radio button and enter the check number.

4. Click the **Electronic Remittance (835)** check box.

5. Select the **NPI** or **Chain ID** radio button.

6. Double-click the pharmacy provider ID and name.
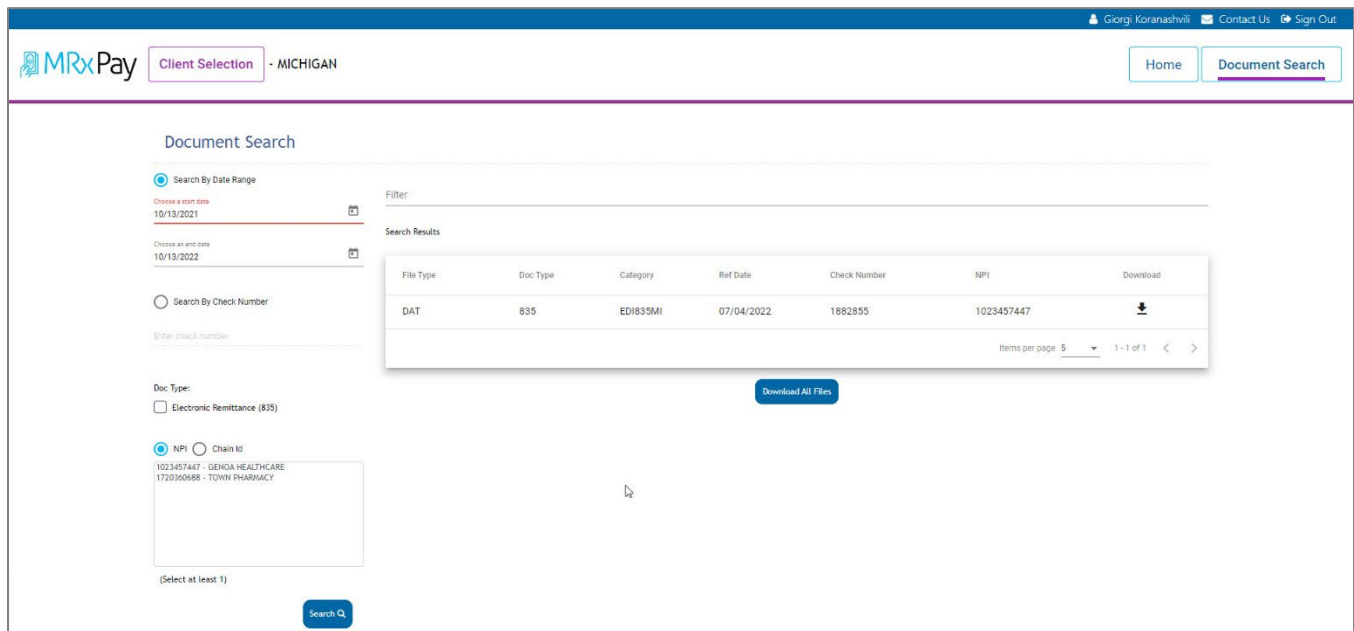
7. Click the **Search** button.

Figure 1.0.3 – Search results

8. To view the remittance advice, click the **Download** icon or click the **Download All Files** button.

	• If help is needed utilizing the application, click the **Contact Us** link in the top right corner of the window to email the MRx Portal Support team. • To sign out of the MRxPay, click the **Sign Out** link in the top right corner of the window.