

# Web Remittance Advice (RA) User Guide

Version 1.8

September 24, 2014



## Revision History

Document Version	Date	Name	Comments
1.0	05/29/08	Training and Development Department	Initial Creation
1.1	12/28/09	Documentation Mgmt. Team	Updated content and formatting to corporate standards
1.2	05/24/10	Training and Development	Updated content and screen prints
1.3	06/02/10	Training and Development	Updated screen prints due to name change
1.4	07/17/12	Documentation Mgmt. Team	Updated to new format
1.5	11/08/12	Documentation Mgmt. Team	Rebranded
1.6	06/16/14	Training and Development	Removed log in instructions
1.7	06/26/14	Training and Development	Update for added instructions on screen
1.8	09/24/14	Training and Development	Add reference to CMS User Guide and additional steps after searching for RA

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## 1.0 Introduction

The Web Remittance Advice (RA) application provides you with a tool to view information regarding remittance advices. In addition, the Web RA application allows you to search for RA reports and payment history.

The Web Remittance Advice (RA) User Guide is accessible electronically once you have logged into the application. You can view it by clicking the Reference link in the top right-hand corner.



## 2.0 Contract Selection



- If you are not prompted to select a contract, continue to *Section 3.0 – Viewing an RA*.

If you are able to access remittance advices for more than one contract, the **Select Contract** window appears. To select a contract, please use the following steps:

1. In the **Contract(s)** list, select the particular contract you are interested in and click **Submit**. See Figure 2.0.1. The **Select Provider** window appears. See Figure 3.0.1. To view an RA, see *Section 3.0 – Viewing an RA*.

MAGELLAN  
MEDICAID  
ADMINISTRATION

Wednesday • June 02, 2010 • 01:59 PM

Web Remittance Advice [Reference](#) [Logout](#)

Select Contract User ID: uat testibailey

**SELECT CONTRACT** | Please choose the Contract for whom you wish to view reports.

Contract(s):

| [Reset](#)

For questions regarding a claim that appears on your RA Report, please call the Michigan Pharmacy Support at (877)624-5204. SCREEN ID: contractSelection.jsf


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Figure 2.0.1 – Select Contract Window

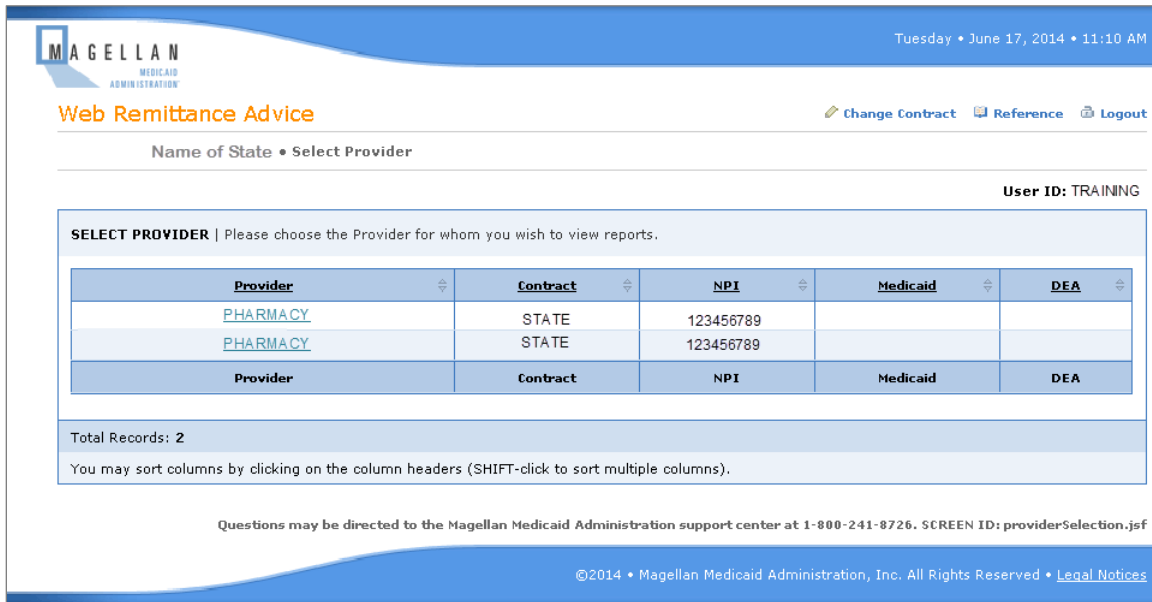
## 3.0 Viewing an RA

To view an RA, please use the following steps:

1. Click the specific provider. See Figure 3.0.1.



- To change the contract, DO NOT use the Microsoft Internet Explorer® **Back** or **Forward** icons. Click the **Change Contract** hyperlink.



MAGELLAN MEDICAID ADMINISTRATION

Tuesday • June 17, 2014 • 11:10 AM

Web Remittance Advice Change Contract Reference Logout

Name of State • Select Provider User ID: TRAINING

**SELECT PROVIDER** | Please choose the Provider for whom you wish to view reports.

Provider	Contract	NPI	Medicaid	DEA
PHARMACY	STATE	123456789		
PHARMACY	STATE	123456789		


Total Records: 2  
You may sort columns by clicking on the column headers (SHIFT-click to sort multiple columns).

Questions may be directed to the Magellan Medicaid Administration support center at 1-800-241-8726. SCREEN ID: providerSelection.jsf

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Figure 3.0.1 – Select Provider Window

2. Once a provider is chosen, the **Report Listing** window appears. See Figure 3.0.2. The **Report Listing** window displays remittance advice payment information based on a particular contract and provider.



- To change the provider, DO NOT use the Microsoft Internet Explorer® **Back** or **Forward** icons. Click the **Change Provider** hyperlink.
- In order to download this file, you must have CMS Medicare Remit Easy Print installed on your computer. To download a free copy, click **CMS Medicare Remittance**. Refer to the arrow on Figure 3.0.2. To download the user guide for the CMS Medicare Easy Print application, go to [http://www.cms.gov/AccessstoDataApplication/02\\_MedicareRemitEasyPrint.asp](http://www.cms.gov/AccessstoDataApplication/02_MedicareRemitEasyPrint.asp).



**Web Remittance Advice**

CLIENT ABC • Report Listing

**Please Note:**

- In order to download the file listed below, you will need to perform a one-time download to install the CMS Medicare Remittance Easy Print on your computer. To download this free copy, click the **CMS Medicare Remittance Icon (listed below)** and follow the steps provided on the link.
- Once the CMS Medicare Remit Easy Print has been installed, click the **835** hyperlink. The **File Download** dialog box appears.
- Click **Open** to view the 835 File. If the 835 File does not open, click the 835 hyperlink again and select **Save** from the **File Download** dialog box. Save the 835 File to your computer, and then open Easy Print and click **Import**. Select the file you saved and then the 835 File opens.

You will need CMS Medicare Remit Easy Print to view 835 file(s). Click the button to the left to download a free copy of the software.

Provider ID: 1437193281

Payment Date	Payment Number	Program ID	Payment Amount	Download
02/21/14	248	001	\$815.09	<a href="#">835</a>


Total Records: 1  
Select the file you wish to download and/or print. You may sort columns by clicking on the column headers (SHIFT-click to sort multiple columns).

Questions may be directed to the Magellan Medicaid Administration support center at 1-800-241-8726. SCREEN ID: documentSearchSelect.jsf

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Figure 3.0.2 – Report Listing Window

Field	Description/Values
Date	The date the RA was submitted
Payment Number	The number assigned to the particular RA by the Centers for Medicare & Medicaid Services (CMS)
Program ID	Internal number that designated different subprograms for providers; this is contract specific
Payment Amount	The total amount distributed for the particular RA
Download	Reports that can be downloaded to view more detailed information about the RA



- The **RA Report** and **Supplemental Data** download buttons are not currently available.

- To view more detailed information regarding the RA, click the **835** hyperlink. The 835 File is the claims remittance advice transaction. The **File Download** dialog box appears. See Figure 3.0.3.



- In order to download this file, you must have CMS Medicare Remit Easy Print installed on your computer. To download a free copy, click **CMS Medicare Remittance**. Refer to the arrow on Figure 3.0.2. To download the user guide for the CMS Medicare Easy Print application, go to [http://www.cms.gov/AccessstoDataApplication/02\\_MedicareRemitEasyPrint.asp](http://www.cms.gov/AccessstoDataApplication/02_MedicareRemitEasyPrint.asp).

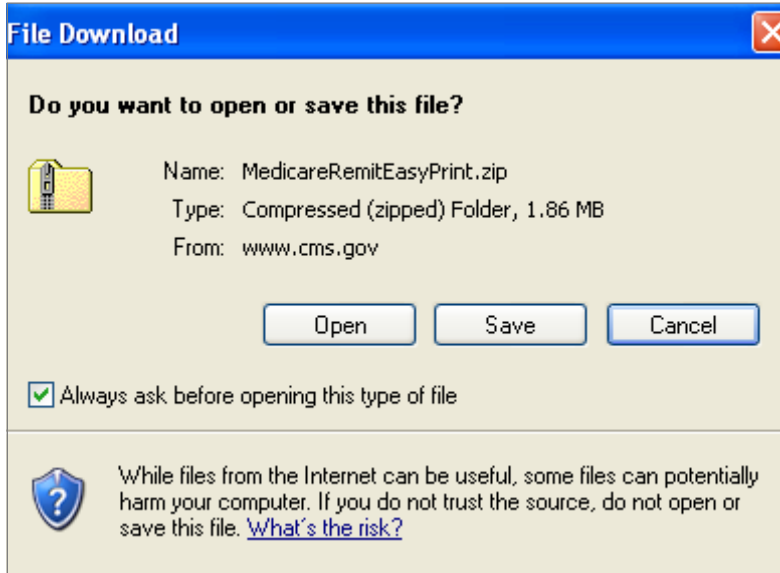


Figure 3.0.3 – 835 File Download Dialog Box

- Click **Save** to save the 835 File. Refer to Figure 3.0.3. The **Save As** window appears. See Figure 3.0.4. Select the location where you want to save the file and click **Save**.

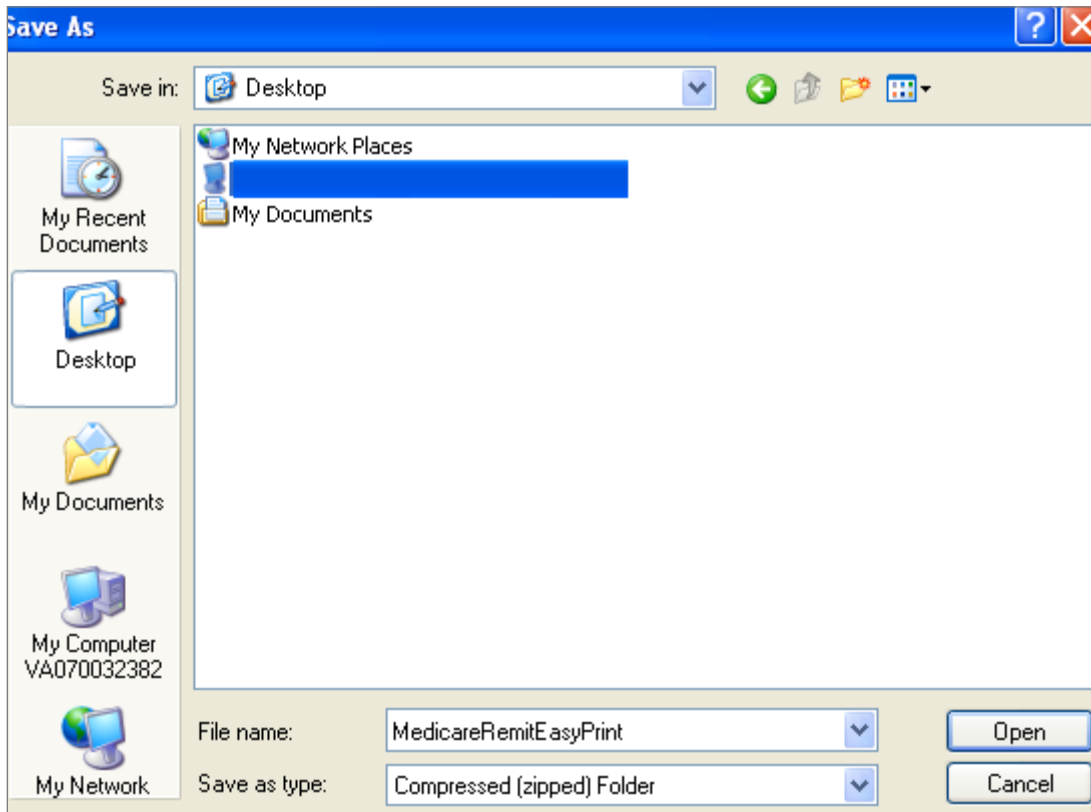


Figure 3.0.4 – Save As Window

- The 835 File downloads. Once the download is complete, the **Download complete** window appears. See Figure 3.0.5.

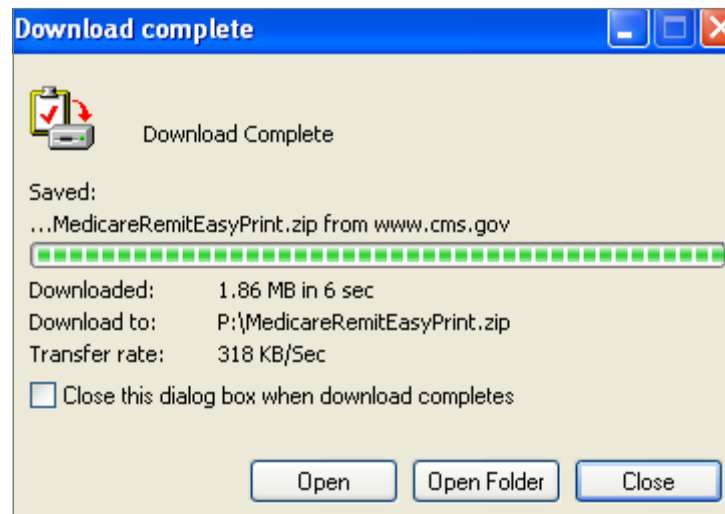

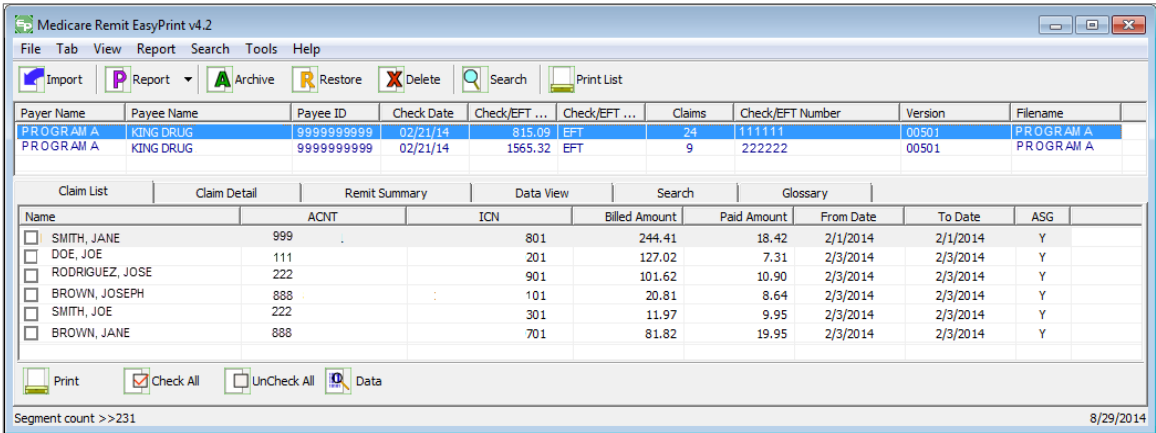


Figure 3.0.5 – Download Complete Window

- Click **Open** to view the 835 File. Refer to Figure 3.0.5. The 835 File then opens using Medicare Remit Easy Print v.2.7. See Figure 3.0.6.



- If the 835 File does not open, save the 835 File to your computer, and then open Easy Print and click **Import**. Select the file you saved and then the 835 File opens.



The screenshot shows the Medicare Remit EasyPrint v4.2 application window. The main window contains a table with columns: Payer Name, Payee Name, Payee ID, Check Date, Check/EFT, Claims, Check/EFT Number, Version, and Filename. Below this is a 'Claim List' section with columns: Name, ACNT, ICN, Billed Amount, Paid Amount, From Date, To Date, and ASG. The 'Check All' checkbox is checked.

Payer Name	Payee Name	Payee ID	Check Date	Check/EFT	Claims	Check/EFT Number	Version	Filename
PROGRAM A	KING DRUG	9999999999	02/21/14	815.09 EFT	24	111111	00501	PROGRAM A
PROGRAM A	KING DRUG	9999999999	02/21/14	1565.32 EFT	9	222222	00501	PROGRAM A

Name	ACNT	ICN	Billed Amount	Paid Amount	From Date	To Date	ASG
<input type="checkbox"/> SMITH, JANE	999	801	244.41	18.42	2/1/2014	2/1/2014	Y
<input type="checkbox"/> DOE, JOE	111	201	127.02	7.31	2/3/2014	2/3/2014	Y
<input type="checkbox"/> RODRIGUEZ, JOSE	222	901	101.62	10.90	2/3/2014	2/3/2014	Y
<input type="checkbox"/> BROWN, JOSEPH	888	101	20.81	8.64	2/3/2014	2/3/2014	Y
<input type="checkbox"/> SMITH, JOE	222	301	11.97	9.95	2/3/2014	2/3/2014	Y
<input type="checkbox"/> BROWN, JANE	888	701	81.82	19.95	2/3/2014	2/3/2014	Y

Figure 3.0.6 – 835 File


- Access the **Medicare Remit Easy Print User Guide** on the CMS website (<http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/AccessstoDataApplication/MedicareRemitEasyPrint.html>) for information on using the report.

## 4.0 Search Report Listing

The Search function allows you to narrow down the RA Report Listing results. You can search by any or all of the following:

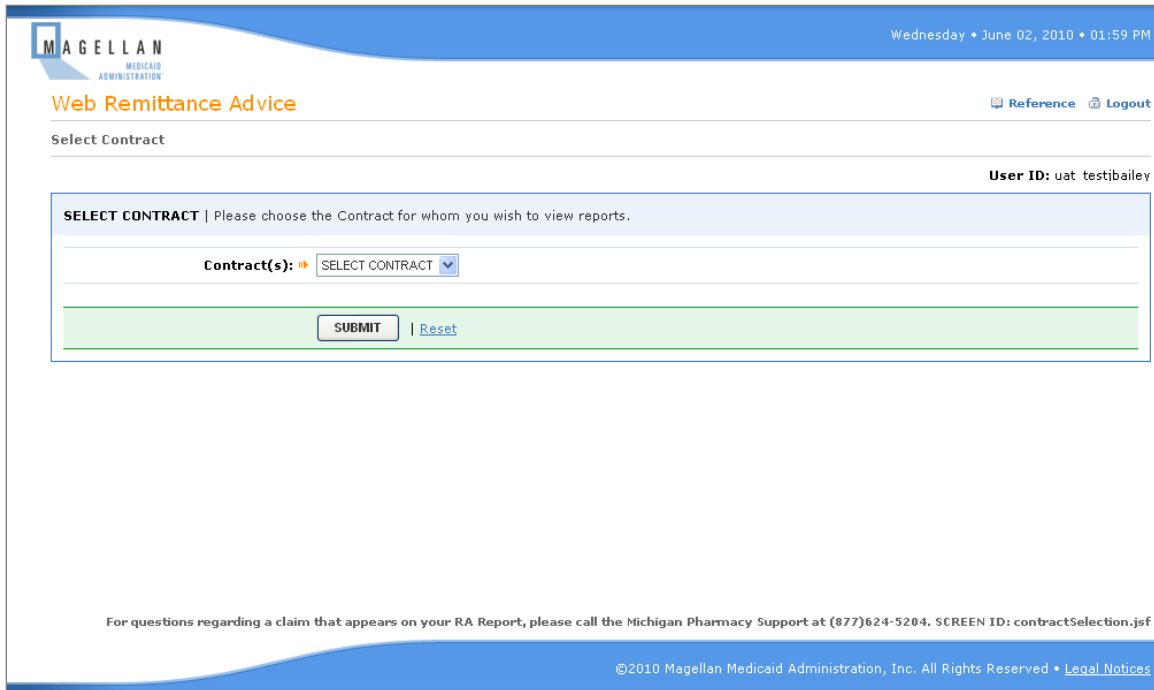
- Payment Number
- Payment Amount
- Start and End Date
- Provider ID

To perform an RA search, please use the following steps:



- If you are not prompted to select a contract, continue to *Step 2*.

1. In the **Contract(s)** list, select the particular contract you are interested in and click **Submit**. See Figure 4.0.1. The **Select Provider** window appears. See Figure 4.0.2.



MAGELLAN MEDICAID ADMINISTRATION

Web Remittance Advice

Wednesday • June 02, 2010 • 01:59 PM

Reference Logout

Select Contract

User ID: uat testibailey

**SELECT CONTRACT** | Please choose the Contract for whom you wish to view reports.

Contract(s): SELECT CONTRACT

SUBMIT | Reset

For questions regarding a claim that appears on your RA Report, please call the Michigan Pharmacy Support at (877)624-5204. SCREEN ID: contractSelection.jsf

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Figure 4.0.1 – Select Contract Window

2. Click the specific provider. See Figure 4.0.2.



Figure 4.0.2 – Select Provider Window

3. Once a provider is chosen, the **Report Listing** window appears. See Figure 4.0.3. The **Report Listing** window displays remittance advice payment information based on a particular contract and provider.

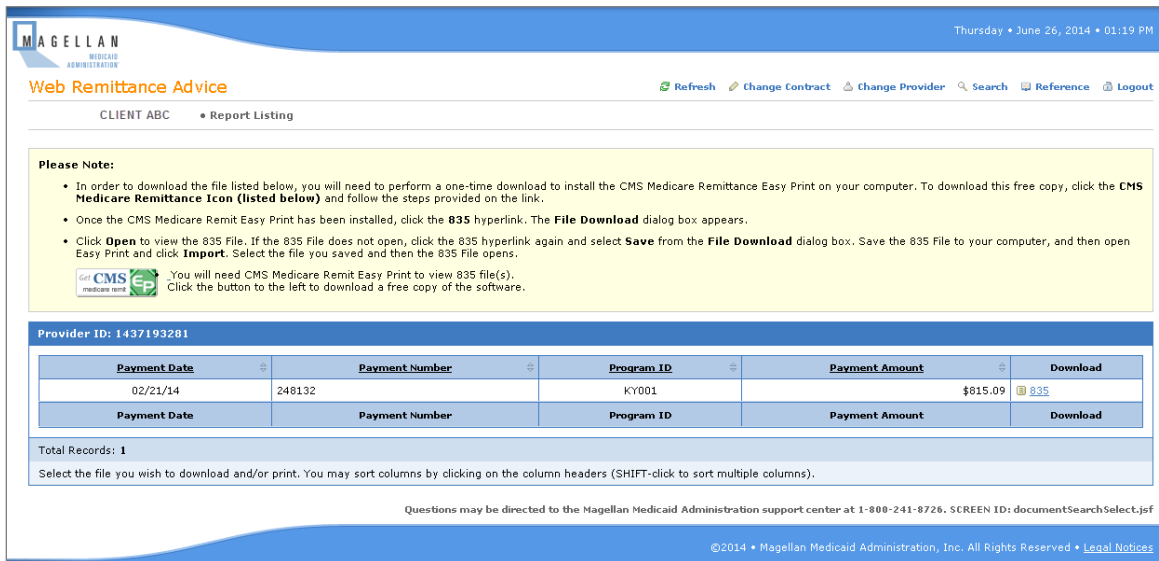


Figure 4.0.3 – Report Listing Window

4. Click the **Search** link. Refer to Figure 4.0.3. The **Search** window appears. See Figure 4.0.4.

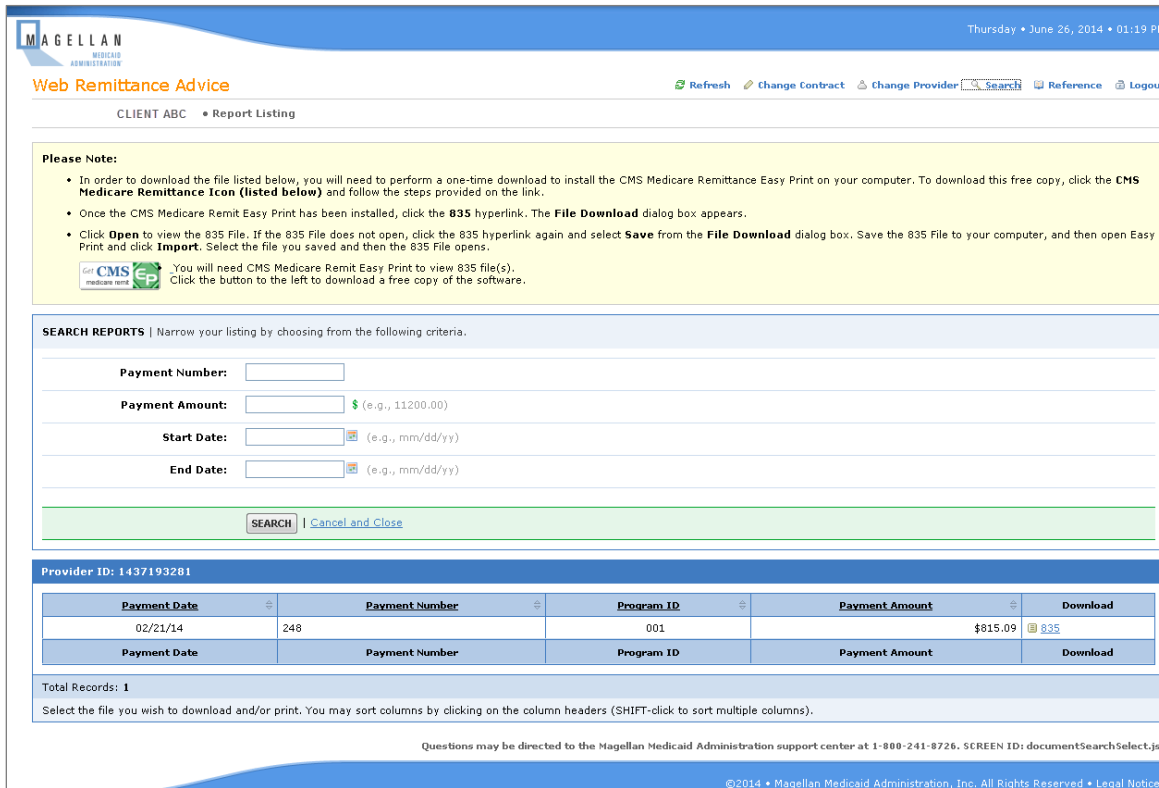



Figure 4.0.4 – Search Window

5. Enter the desired criteria in the appropriate fields and click **Search**. The **RA Search Results, Report Listing** window appears. See Figure 4.0.6. The **RA Search Results, Report Listing** window displays remittance advice payment information based on a particular contract and provider and the specified criteria entered into the search.



- To search using the **Start Date** and **End Date** fields, click the **Calendar** icon. The **Calendar** appears. See Figure 4.0.5.

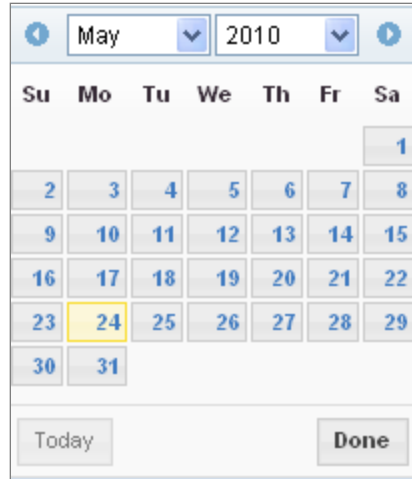



Figure 4.0.5 – Calendar



- The single arrow moves the date forward or backward one month at a time. To change the year, click the arrow and select the year needed.


MAGELLAN MEDICAID ADMINISTRATION
Thursday • June 26, 2014 • 01:19 PM

Web Remittance Advice
Refresh Change Contract Change Provider Search Reference Logout

CLIENT ABC • Report Listing

**Please Note:**

- In order to download the file listed below, you will need to perform a one-time download to install the CMS Medicare Remittance Easy Print on your computer. To download this free copy, click the **CMS Medicare Remittance Icon (listed below)** and follow the steps provided on the link.
- Once the CMS Medicare Remit Easy Print has been installed, click the **835** hyperlink. The **File Download** dialog box appears.
- Click **Open** to view the 835 File. If the 835 File does not open, click the 835 hyperlink again and select **Save** from the **File Download** dialog box. Save the 835 File to your computer, and then open Easy Print and click **Import**. Select the file you saved and then the 835 File opens.

 You will need CMS Medicare Remit Easy Print to view 835 file(s). Click the button to the left to download a free copy of the software.

**SEARCH REPORTS** | Narrow your listing by choosing from the following criteria.

Payment Number:


Payment Amount:  \$ (e.g., 11200.00)

Start Date:  (e.g., mm/dd/yy)

End Date:  (e.g., mm/dd/yy)

| [Cancel and Close](#)

Provider ID: 1437193281

Payment Date	Payment Number	Program ID	Payment Amount	Download
02/21/14	248	001	\$815.09	
Payment Date	Payment Number	Program ID	Payment Amount	Download

Total Records: 1

Select the file you wish to download and/or print. You may sort columns by clicking on the column headers (SHIFT-click to sort multiple columns).

Questions may be directed to the Magellan Medicaid Administration support center at 1-800-241-8726. SCREEN ID: documentSearchSelect.js

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Figure 4.0.6 – RA Search Results, Report Listing Window

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Field	Description/Values
Date	The date the RA was submitted
Payment Number	The number assigned to the particular RA by CMS
Program ID	Internal number that designated different subprograms for providers; this is contract specific
Payment Amount	The total amount distributed for the particular RA
Download	Reports that can be downloaded to view more detailed information about the RA



- To view more detailed information regarding the RA, click the **835 File** link. The 835 File is the claims remittance advice transaction. The **File Download** dialog box appears. See Figure 4.0.7.
- In order to download this file, you must have CMS Medicare Remit Easy Print installed on your computer. To download a free copy, click **CMS Medicare Remittance**. Refer to the arrow on Figure 3.0.2. To download the user guide for the CMS Medicare Easy Print application, go to [http://www.cms.gov/AccessstoDataApplication/02\\_MedicareRemitEasyPrint.asp](http://www.cms.gov/AccessstoDataApplication/02_MedicareRemitEasyPrint.asp).

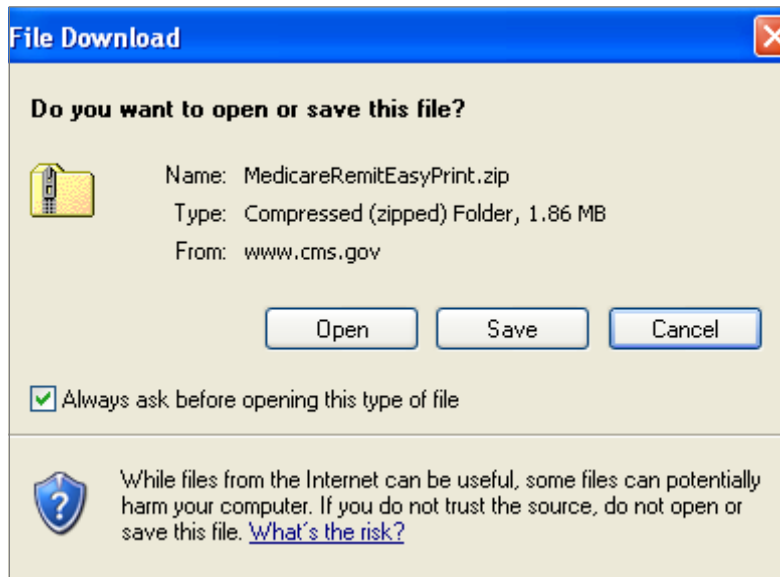


Figure 4.0.7 – 865 File Download Dialog Box

6. Click **Save** to save the 835 File. Refer to Figure 4.0.7. The **Save As** window appears. See Figure 4.0.8. Select the location where you want to save the file and click **Save**.

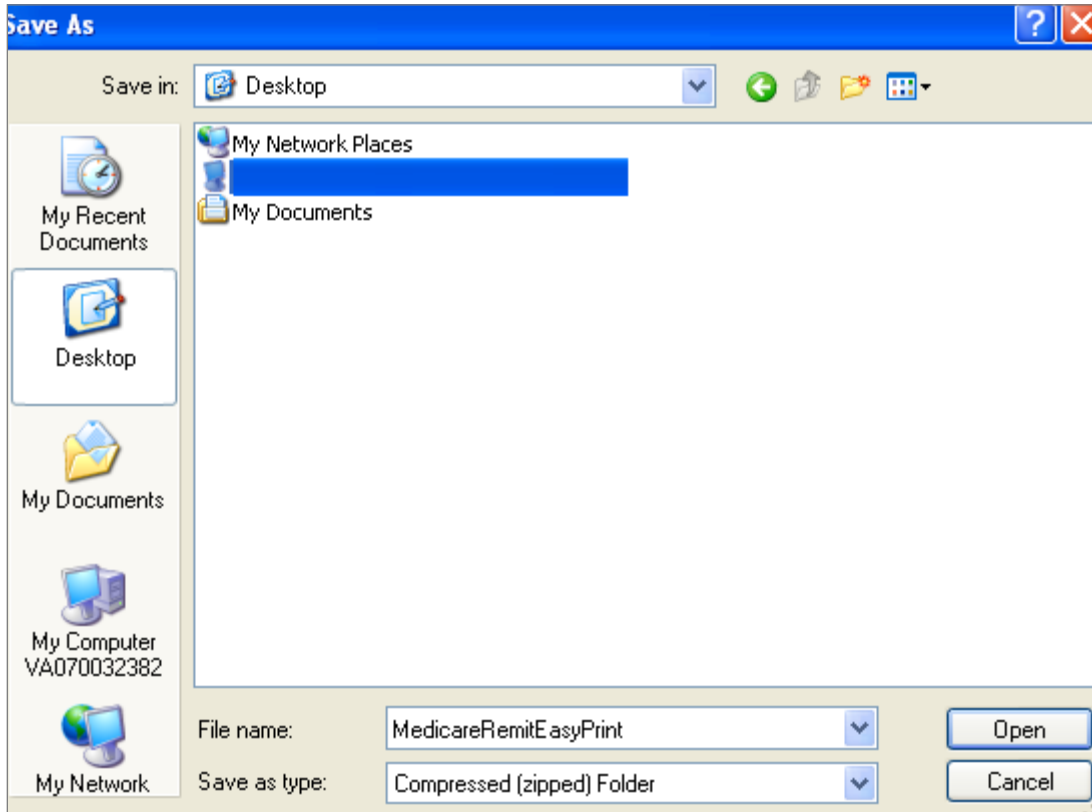


Figure 4.0.8 – Save As Window

7. The 835 File downloads. Once the download is complete, the **Download complete** window appears. See Figure 4.0.9.

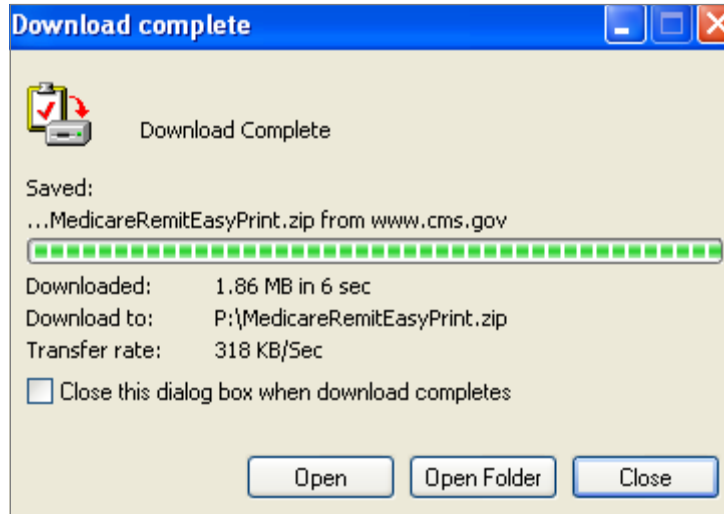

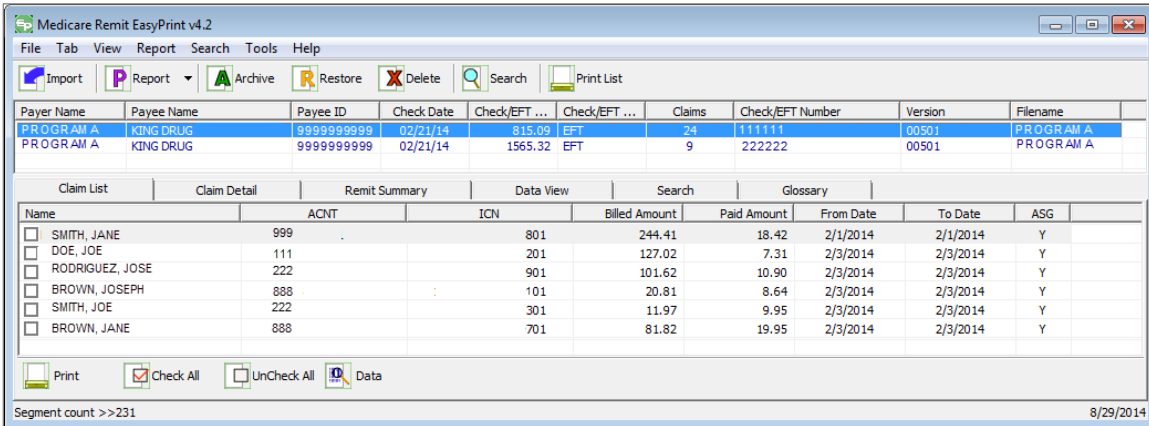


Figure 4.0.9 – Download Complete Window

- Click **Open** to view the 835 File. Refer to Figure 4.0.9. The 835 File then opens using Medicare Remit Easy Print v.2.7. See Figure 4.0.10.



- If the 835 File does not open, save the 835 File to your computer, and then open Easy Print and click **Import**. Select the file you saved and then the 835 File opens.



The screenshot shows the Medicare Remit EasyPrint v4.2 application window. The main data table is as follows:

Payer Name	Payee Name	Payee ID	Check Date	Check/EFT ...	Check/EFT ...	Claims	Check/EFT Number	Version	Filename
PROGRAM A	KING DRUG	9999999999	02/21/14	815.09	EFT	24	111111	00501	PROGRAM A
PROGRAM A	KING DRUG	9999999999	02/21/14	1565.32	EFT	9	222222	00501	PROGRAM A

Below this table is a 'Claim List' section with the following columns: Name, ACNT, ICN, Billed Amount, Paid Amount, From Date, To Date, and ASG. The data rows are:

Name	ACNT	ICN	Billed Amount	Paid Amount	From Date	To Date	ASG
<input type="checkbox"/> SMITH, JANE	999	801	244.41	18.42	2/1/2014	2/1/2014	Y
<input type="checkbox"/> DOE, JOE	111	201	127.02	7.31	2/3/2014	2/3/2014	Y
<input type="checkbox"/> RODRIGUEZ, JOSE	222	901	101.62	10.90	2/3/2014	2/3/2014	Y
<input type="checkbox"/> BROWN, JOSEPH	888	101	20.81	8.64	2/3/2014	2/3/2014	Y
<input type="checkbox"/> SMITH, JOE	222	301	11.97	9.95	2/3/2014	2/3/2014	Y
<input type="checkbox"/> BROWN, JANE	888	701	81.82	19.95	2/3/2014	2/3/2014	Y

At the bottom of the window, there are buttons for 'Print', 'Check All', 'UnCheck All', and 'Data'. The status bar shows 'Segment count >>231' and the date '8/29/2014'.

Figure 4.0.10 – 835 File

- Access the **Medicare Remit Easy Print User Guide** on the CMS website (<http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/AccessToDataApplication/MedicareRemitEasyPrint.html>) for information on using the report.