

Check Reconciliation Report Instructions

Check Reconciliation Steps

1. Open the Check Reconciliation Report (CRR) Excel document
2. Sort by Check Number
3. Then, sort by EOB #
4. Open the Remittance Advice (RA)Excel file
5. Compare EOB # on the CRR and RA files
6. Totals should reconcile
7. Reconcile the Check Amount from the RA to the check face.

Remittance Advice Totals

Totals on the RA reflect the total EOB amounts plus/minus the adjustments as noted.

Check Reconciliation Report Elements

Value Name	Value Definition
PATID	Unique Patient Identification Number
Client Name	Name of patient receiving services
Claim ID	Unique Claim Identification Number
Date_of_Service	Date services were performed
Bill Date	Date claims were submitted
Performing Provider Name	Counselor's Name
Site NPI Number	Location's NPI #
Site	Location where services were performed
Auth #	Approved Authorization number
Claim_Status_Code	Approved(A) or Denied (D)
Procedure_Code_Value	HCPCS code/Modifier
Total_Charge	Total Claimed/Billed
Total Takeback (Void,Retro, State Denied)	Total Void, Denied, Retro
Expected Disbursement	Amount to be paid
Contract No.	Contract Number*
EOB #	Explanation of Benefit Remittance Advice Number
Check Number	Number associated with Check
Check Amount	Amount actually paid
Check Date	Date Check was issued
	*(Includes value of No Contract Assigned)