ELECTRONIC REMITTANCE ADVICE (ERA) VIA OFFICE ALLY

Electronic Remittance Advice (ERA/835) files are electronic transactions that contain the same information as your paper remittances. ERAs help increase the efficiency of your payment and adjustment posting process, and since they are delivered electronically, you get them sooner than you would get a paper remittance. You can use the ERA/835 to either post payments and adjustments automatically into your practice management software (if your vendor supports it), or you can view/print the information so you can post it the same as you would a paper remittance.

Most payers require that you fill out an ERA enrollment form to begin receiving ERAs. These forms are located on our website under: **Resource Center > Payer ERA Enrollments.** Once the payer starts sending your ERAs to Office Ally, they will be made available to you in your Office Ally account.

ACCESS AND DOWNLOAD ERA/835 FROM OFFICE ALLY

Whether you are going to load the ERA files into your practice management software or into Medicare's Easy Print software, you will first need to follow these steps to download the ERA files from Office Ally.

1. Log in to **www.officeally.com**
2. In the **Service Center**, in the **Download** section on the left, click on **Download EOB/ERA**, a calendar will display. Days that have one or more unviewed ERAs will be indicated in pink.
3. Click on a date to display the ERAs available on that day, or to view all ERAs for that month, simply set the **Report Mode** to *Monthly* and click **Go**.
4. Any ERAs available in your account for the day/month chosen will be displayed in the grid below the calendar.
5. Click the **VIEW** link in the **Download/View** column next to the ERA file you wish to download. This will download the zip file which contains both the actual 835 (*.835) and a readable text version (*.TXT) of the ERA.
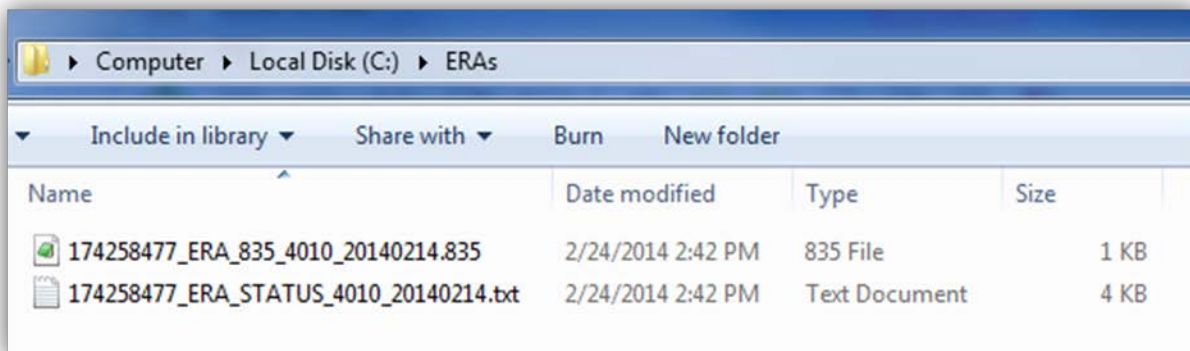

6. Once you've downloaded the file it should open in an Explorer window.

7. Click the **Extract all files button** then browse your computer to specify where you want the files to be extracted to. Extract the files to a specified folder on your system where you will manage them from.
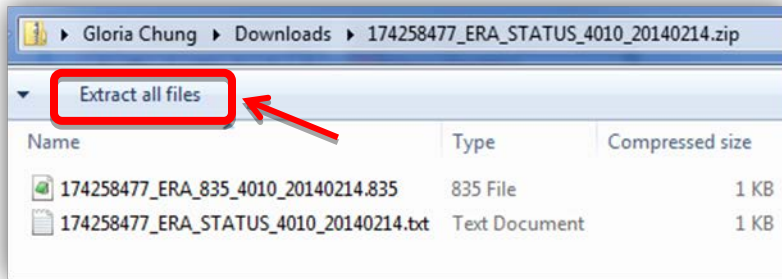
NOTE: ERAs contain PHI and access to them should be limited to only those individuals that are authorized to view them. Keep this in mind as you choose a folder location for the files.
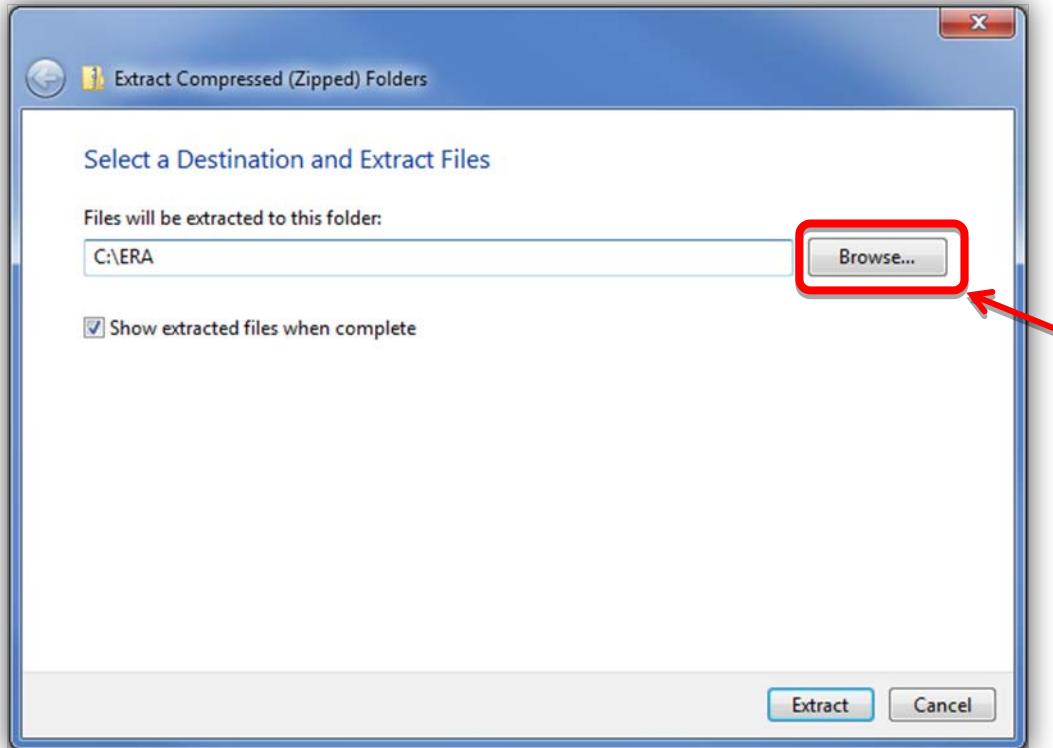

8. Once the files have been extracted a window should open showing you the extracted files in their new folder location. Your files are now ready for you to either load into your practice management system or into Medicare's Easy Print software.

Office Ally provides both a readable text (.TXT) version of the file as well as a handy ERA Check Look Up tool to look up ERAs by Check # (TRN02). The reason we do this is because the actual ERA (.835) file is a machine-readable file.

The readable text (.TXT) version of the ERA is included in the .ZIP file with the .835.
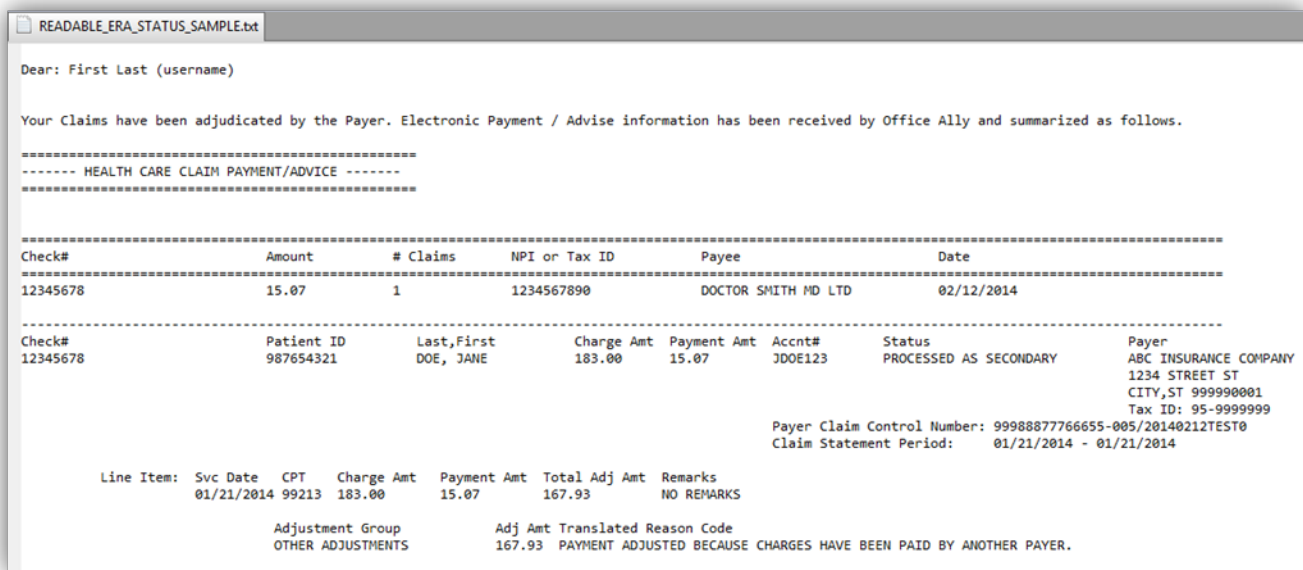
The **ERA Check Look Up** tool (available in the Service Center) allows you to enter the Check #/TRN02 value of a remittance you've received and easily pull up the information for that check.
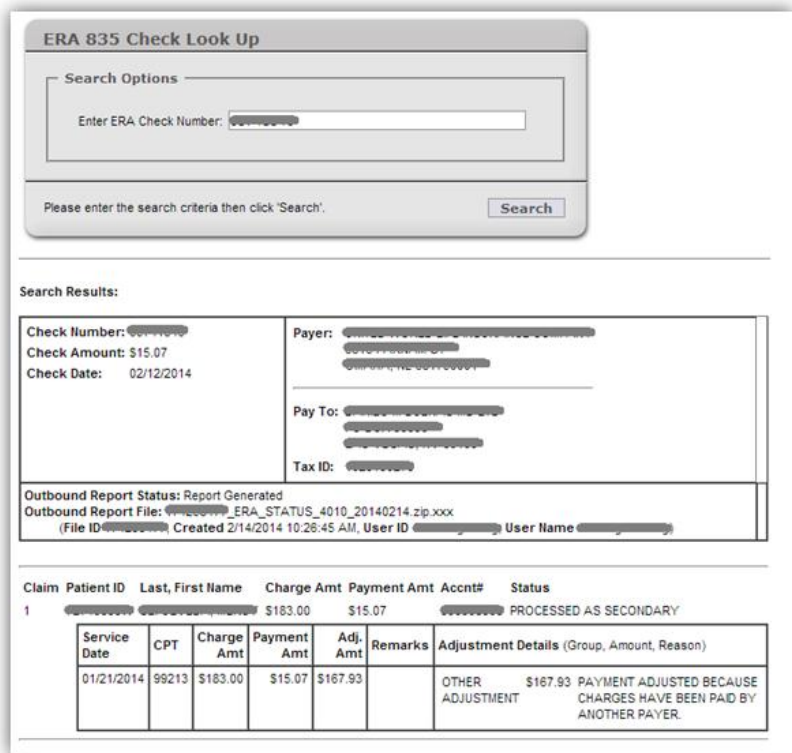
Another option for viewing the information in the .835 in a readable format is using Medicare's Easy Print Software. Instructions on how to download and install Medicare's Easy Print Software are available on our website under: **Resource Center > Office Ally Forms and Manuals > ERA - Medicare Remit Easy Print Instructions.**