STATEMENTS

eMEDIX Online

Statements: Access

To access Statements:

- Log into eMEDIX Online

- Click on the Statements Tab

  - You must have privileges

    - Statements Power User: User with permissions to Statements Upload and Reports

      - This privilege includes the privileges below

    - Statements Report Viewer: ser with access to view Statements Reports

    - Statements Uploader: User with permissions to Upload Statement Files

Statements: Upload

Once you have created your statement batch in your Practice Management Software, you will be able to view the uploaded filed within eMEDIX Online.

You software is setup to send your statements batched to eMEDIX through the software.

You can manually upload a saved statement file if needed.

    Sif you have multiple Suiter ID select a Submitter ID from the drop-down menu.

    Use the Drag-and Drop feature: . Locate the file on your computer and drag to the box

    Click on "Submit Files" button

Statements: View

To verify the batch from the practice management software uploaded successfully to eMEDIX follow the below steps:

- Click on Statements tab and select Upload
- The bottom half of the window will show the uploaded batches
o   The display will give you the date submitted to eMEDIX and the date processed
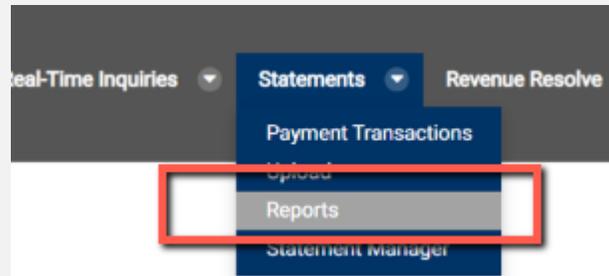o   Also displayed is the name of the user submitting the file

File Name	File Type	Submitter ID	Upload Date	Process Date	Username
CLM_████████████████████8	STMT	PBNJ60014	10/13/2023 07:07:49 AM	10/13/2023 07:07:42 AM	cgfemd
CLM████████████████████3	STMT	PBNJ60014	10/06/2023 09:07:57 AM	10/06/2023 09:07:51 AM	cgfemd

Showing 1 to 6 of 6 entries

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Statements: Reports

This module allows users to search for and view their statements reports.
To access Statements Reports, click on the Statements Tab and select Reports

Statements: Reports

Available report types

Acronym	Report Field	Definition
AFR	Address Forwarding Report	This report lists all forwarded statements along with the address to which the statement was forwarded. Review this report to identify address changes that may need to be made in your practice management system.
AUR	Address Undeliverable Report	This report lists all undeliverable statements along with the reason the statement could not be delivered.
DPTR	Daily Payment Transaction Report	This report allows users to view daily payment transactions made through the Payment Portal for the previous days. Uses Eastern time zone when determining which transactions to pull for the report.
SDR	Submission Detail Report	This report is generated after a statement or collection letter file has been processed and mailed. It contains a listing for every statement or collection letter in the file.
SSR	Submission Summary Report	This report provides summary information about the file submission. It provides a general overview of what was in the file and whether eMEDIX was able to process and send the statements or collection letters for printing. Review this report to confirm a successful submission or to identify and resolve file transmission errors.

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Statements: Reports

To run a report:
- Enter the desired dates in the From and To fields.
- Select the Type of report and Status from the available drop-down menu options and click Search
- The information displays in the table under the search box.
- Click on the File ID to view the report.

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