Import ERA Files and Post ERA Payments

Last Modified on 09/23/2025 5:27 pm EDT

Path: Navigation Form > 835 Form

About

Before posting ERA (Electronic Remittance Advice) payments, the ERA files (835) are retrieved from a supported SFTP integrated clearinghouse using the Import function or manually retrieved from a folder you've saved the file to, if you are not using an integrated clearinghouse. After you've processed adjudications into the Billing Engine, you're ready to post ERA payments. The remittance lines are either displayed under Records to Post or Records Unable to Post.

When posting, the Line Item Closed checkbox will auto-check if the Line Item has no remaining balance. Follow the steps below to import and post ERA payments.

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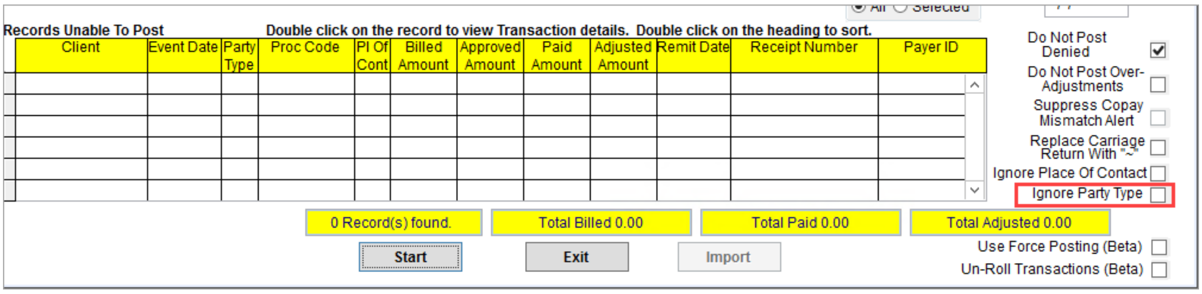
Import 835 File

1. Navigate to the HIPAA 835 Inbound Form following the path above.
2. Import the 835 file following one of these options:

   - **SFTP integrated clearinghouse**:
     a. Click the **Import** button. This will pull down the file from the clearinghouse and into the EDI folder.
     b. Click the **Start** button.
     c. Click the **EDI** folder.
     d. Click the **835** folder.
     e. Select the file and click the **Ok** button.
   - **Non-integrated clearinghouse**:
     a. Click the **Start** button.
     b. Search for and locate the folder you manually saved the 835 file to.
     c. Select the file and click the **Ok** button.

3. An 835 Select Party Type Form may be displayed if the system could not find an insurance match. Click the **Party Type** drop-down for the insurance displayed in the window and then click the **OK** button.

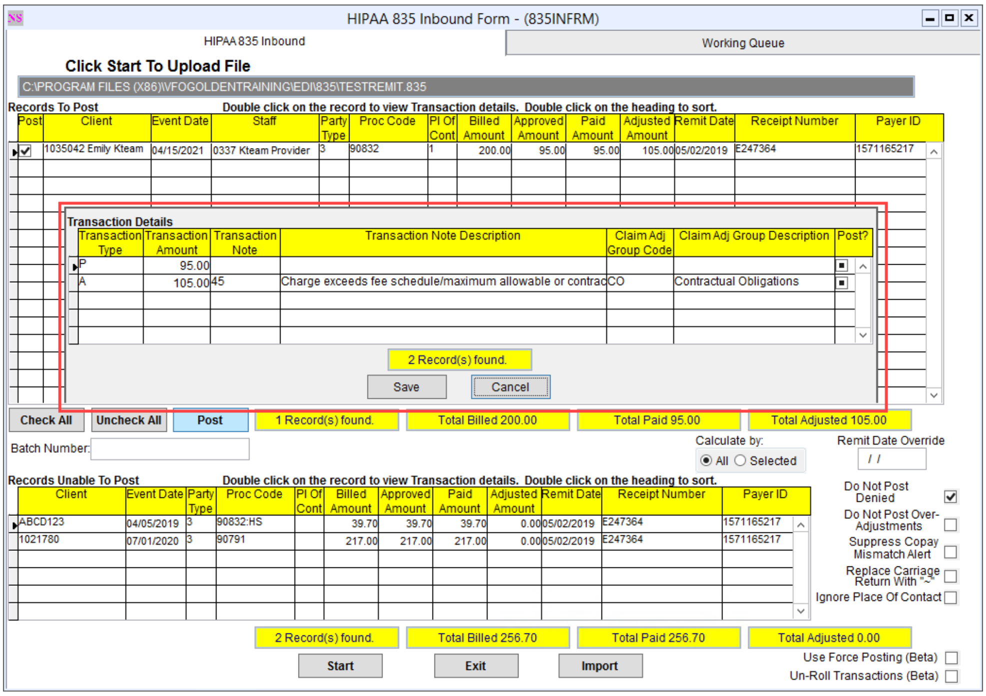
> **Note**: Sometimes the Billing Engine may fail to identify the Party Type with some remits and may ask for you to select it in the step above. If you want to skip this step and have the transactions post even when the Party Type doesn't match, click the **Ignore Party Type** checkbox prior to importing the file.
>
> 
>

4. The remittance lines are imported into the Billing Engine and displayed under Records to Post or Records Unable to Post.

Note: Remittance lines found under **Records to Post** match back to a Line Item in the system that has a Print Status of **N** and Line Item Closed must **not** be selected (meaning the Line Item is open). Those found under **Records Unable to Post** are those for which there is no Line Item match in the system. This could be due to a few reasons such as: your Agency is transitioning to NSS from another system and the remittance is for a Date of Service prior to your Go-Live date or the Line Item is already closed.

Post ERA Payments

1. *(Optional)* After the 835 file is imported into the HIPAA 835 Inbound Form, you can double-click on a row to open the Transaction Details window.



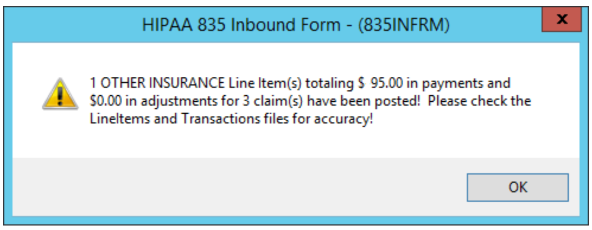
Note: You can make edits in this window by typing into a field and then clicking the **Save** button.

2. The remittance lines under Records To Post, will have a checkmark in the Post column. If you do not want to post the line, deselect the checkbox.
3. Click the **Post** button in the middle of the window.

Notes:

- Use the **Check All** button to select the checkbox in the Post column for all records displayed under Records To Post or the **Uncheck All** button to remove the checks from the Post column for all records.
- By default, the **Do Not Post Denied** checkbox is selected. When the Post button is clicked, the denied transactions will become unchecked under the Post column and they will be added to the Working Queue.

4. A summary is displayed showing what has been posted.



5. Click the **Ok** button.
6. If using an integrated clearinghouse, a window is displayed, "Would you like to move the file to the Success folder now?" Click the **Yes** button to move the file from the root folder to the Success folder.
7. A window is displayed, "Process Complete!" Click the**Ok** button.
8. A window is displayed, “Would you like to move the records that are unable to post to the Working Queue?” Click the **Yes** button, to move the remittance lines to the Working Queue.