My Remit Manager
Go to: www.MyRemitManager.com

Click the “Provider Login” link.
Enter your User Name. Enter your Password. Click “Log In.”
Click the “Home” tab for the latest information about My Remit Manager.
Viewing Remits
Click on the “ERA” tab to view check and remit information.
Selecting a Date to View

Find the correct month or year using the “Select Date” menu.

Click a date on the calendar to view checks for that day.

Click the double arrows (>>) at the top left of the calendar to view all checks for the month.
Ordering Your Remits

Select a check. Use the “Order By” menu to order the patients by name, account, provider then name, or provider then account.
Click "Download ERA" to view the remit. You can choose to open the file or save it as an Adobe PDF.

Click "Download X12" to download the remit as a Notepad file in the loop and segment form. You can then import the remit to your practice management file to post your accounts.
These remits are electronically transmitted. They are Health Insurance Portability and Accountability Act (HIPAA)-compliant and will not contain the same remit reason codes that appear on paper remits.
To search for a specific check, enter the check number into the “Search for” field. Only information matching the search criteria will display.
Hiding Reconciled Checks

Check the “Hide Reconciled” box to hide checks marked reconciled. (You mark a check “Reconciled” by checking the box in the “RECO” column next to the check.)

To display reconciled checks again, uncheck the “Hide Reconciled” box.
Use the “Payer” menu to sort checks by payer. Only checks from the payer you selected will display.
Use the “Provider” menu to sort checks by provider. Only checks from the provider you selected will display. This feature is useful for providers who manage multiple locations.
Searching by Patient
Click the “Patients” link under the ERA tab to search for a specific patient’s remit.
Enter your search criteria into the “Search for” field.

When searching for a patient using a first and last name, be sure to enter the information in the “Last Name, First Name” format.
Filter By Date of Service or Check Date

Use the “Filter on” menu to filter your search results by “Date of Service” or “Check Date.”
Use the “Payer” menu to sort the patient results by payer. Only remits from the payer you selected will display.
Use the “Status” menu to sort the patient results by claim status. You can choose “Denied,” “Processed as Primary,” “Processed as Secondary” or “Reversal of Previous Payment.”
Filter By Provider

Use the “Provider” menu to sort your results by provider. Only patients from the provider you selected will display.

This is useful for providers who manage multiple locations.
Filter By Provider

Use these links to decide how to view the patient remits once you have narrowed down the patient criteria.

- **ERA Patient Per Page**
  Allows you to view each patient result on a separate page.

- **ERA Patient Listing**
  Displays multiple patients on one page just like traditional remits.

- **ERA Patient Summary**
  Displays payment information only without reason codes.

- **ERA Text**
  Exports remit information into a text file instead of a PDF.

- **Export Selected ERA Per Page**
  Exports only the patients that have been check marked.

- **Unselect All**
  Allows you to unselect all patients you checked.
Reports
Click the “Reports” link under the ERA tab and choose the type of report you want to run.
For a Claims Submission report, enter the date range for your report into the “From” and “To” fields. Then click “Submit New Report.” Reports may take a moment to generate, so click “Check For Finished Reports” next.

The link for the report will appear under the “Check For Finished Reports” link.
The report opens in a new window.

This report shows the number of claims you submitted electronically versus hard copy. It also shows the total charges on the electronic claims versus the total charges on the hard copy claims.
For a Denial Summary report, enter the date range for your report into the “From” and “To” fields. Then click “Submit New Report.” Reports may take a moment to generate, so click “Check For Finished Reports” next. The link for the report will appear under the “Check For Finished Reports” link.
The report opens in a new window.

This report shows the denial codes that appear on your remits, the verbiage for the codes, the number of times each code appears and the dollar amounts denied as a result of each code.
Overall Payments By Payer

For an Overall Payments by Payer report, enter the date range for your report into the “From” and “To” fields, then click “Submit New Report.”

Reports may take a moment to generate, so click “Check For Finished Reports” next.

The link for the report will appear under the “Check For Finished Reports” link.
Overall Payments By Payer Report

The report opens in a new window.

This report shows the amounts various lines of business at BlueCross BlueShield of South Carolina paid.
Claims
Select a date on the calendar to view the EDI report for claims you submitted that day.
View Claim Errors

Select the “Legacy Errors” link under the “Claims” tab. Then select a date on the calendar to view the report for claims you submitted with errors that day.
Administrative Access
Click the “Users” link under the “Admin” tab to view the list of users for your location.
Enter information into the “Search for” box to find a specific user.
Add/Edit Users

Select an account and click “Edit User” to edit that person’s information.

Reset a password by clicking “Reset Password.”

Delete the user by clicking “Delete User.”

You can create a whole new account by clicking “Add User.”
Add/Edit Users

Fill out the form to create a new user.
For existing users, you will see a similar screen where you can edit information.
Password Reset
Click the Password tab to change your password. You must enter your old password before you can change it.

If you have forgotten your password, you can contact Provider Education to have your password reset.
Questions?