

How Do I Search for a Remittance Advice?

To quickly view processing or detailed information for a particular payment, view a remittance advice (RA) in the Provider Benefit Tool.

To Search Using the Check Reference ID Number

1. Click the "Search" tab
2. Enter the Check Reference ID in the "ID Number" field rather than the subscriber's ID
3. Click the "Search" button
 - > High-level details of the RA (e.g., statement date, check number, check amount) will be displayed
4. To view which claims were processed on the RA, click on the remittance advice number
 - > A summary of the RA will be displayed, showing the claims processed on this statement

selecthealth PROVIDER BENEFIT TOOL

Search FAQ Contact Us User Profile Access Doe, John

Click Search

SEARCH Quick Search Patient Lookup Browse Claims

Search for Patients, Claims or Remittance Advice using any form of numeric ID
Subscriber ID, Claim ID, Check Reference ID, SSN, Medicaid

ID NUMBER
2017010112345678
Enter Check Reference ID

SEARCH
Click Search

Remittance Advice (1)

Remittance Advice	Name	Statement Date	T.I.N. Number	Provider ID	Check Number	Amount
2017010112345678	Hair Care	2017-01-01	123454321	800000000-00	12345	\$3456.78

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Search FAQ Contact Us User Profile Access Doe, John

RA - 2017010112345678 x New Tab

CHECK REFERENCE 2017010112345678

CHECK REFERENCE ID: 2017010112345678
NAME: Hair Care
STATEMENT DATE: 2017-01-01

TAX ID: 123454321
PROVIDER ID: 800000000-00

CHECK NUMBER: 12345
AMOUNT: 3456.78

Search This List

EMAIL REMITTANCE ADVICE

Patient Last Name	Patient First Name	Patient ID	Subscriber ID	Claim ID	Patient A/C #	Total Charges	Total Plan Paid
Doe	John	800000000-00	800000000	123456123456	FA123456123456	\$1234.56	\$1000.00

To Receive a Copy of the RA

5. Click the “Email Remittance Advice” button
6. Click “Send” to receive remittance advice at the email address shown
 - > Click “Send to a different address” to enter a different email address
7. A success message is displayed by the system

The screenshot displays the SelectHealth Provider Benefit Tool interface. At the top, there is a navigation bar with the SelectHealth logo, a search bar, and links for FAQ, Contact Us, and User Profile Access. The user is logged in as "Doe, John". The main content area shows a "CHECK REFERENCE 2017010112345678" with the following details:

CHECK REFERENCE ID 2017010112345678	NAME Hair Care	STATEMENT DATE 2017-01-01
TAX ID 123454321	PROVIDER ID 800000000-00	
CHECK NUMBER 12345	AMOUNT 3456.78	

Below the details is a search bar labeled "Search This List". A table lists patient information:

Patient Last Name	Patient First Name	Patient ID	Subscriber ID	Claim ID	Patient A/C #
Doe	John	800000000-00	800000000	123456123456	FA123456123456

Red text below the table provides links: "Click to view Patient's Details", "Click to view Subscriber's Details", and "Click to view Claim's Details". On the right side, there is a success message: "Success! Email sent to john.doe@test.org" (circled 7). Below it is a form for "EMAIL REMITTANCE ADVICE" with a "Send" button (circled 5) and a "Send to a different address" link (circled 6). A "Send" button is also circled 6.

Also Available to View on This Screen

You can click on the fields indicated in the image above to view:

- > **Patient ID** – Displays an overview of the member’s policy, including deductibles, accumulators, and visit limits; claims for the specific patient with your office; and a link to policy details in the Medical Payment Summary (MPS)
- > **Subscriber ID** – Displays details of the member’s eligibility
- > **Claim ID** – Displays details of the particular claim, including procedure codes billed; amounts charged, allowed, and paid by the plan; member cost-share amounts; and any claim-processing message codes