



# Provider Web Portal Quick Guide – Pulling your Remittance Advice (RA) *Formerly Provider Claim Reports (PCRs)*

RAs will be available for download every Monday morning, by 12 p.m. MST. You can get to your RA by logging into the Provider Web Portal → Resources Tab → Report Download → choose “MMIS Reports – RA” from the Report dropdown box.

## Delimited Version of RA (ex: CSV)

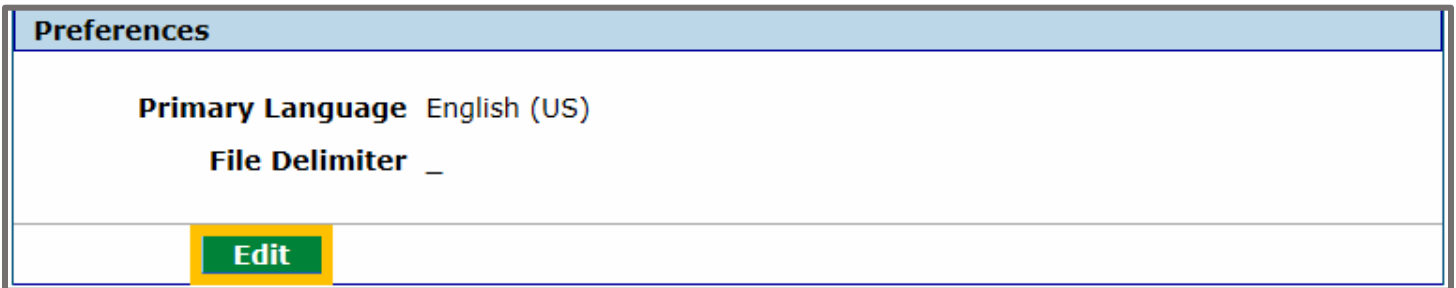
### 1. Login to Provider Web Portal

### 2. Ensure you have a preferred delimiter on file

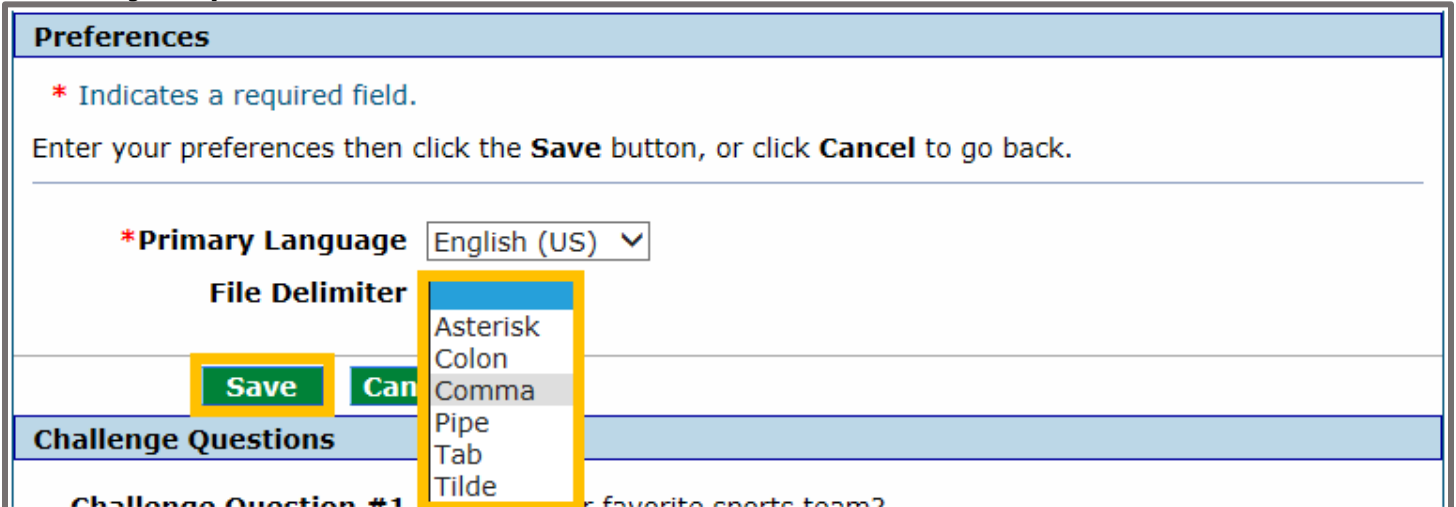
Click My Profile link



Click Edit under Preferences



Choose your preferred File Delimiter and Save



### 3. Click Claims → Search Claims

### 4. Use the Search Payment History feature to find the correct RA

### 5. Review Search Results and click the RA version you want to download

**Search Results**

To see payment details, click on the payment ID link.

Total Records: 15

| Issue Date | Payment Type | Payment Status          | Payment ID | Total Paid Amount | RA Copy (PDF) | RA Copy (Delimited) |
|------------|--------------|-------------------------|------------|-------------------|---------------|---------------------|
| 03/03/2017 | EFT          | Cashed                  | [REDACTED] | [REDACTED]        |               |                     |
| 02/24/2017 | Check        | Zero Payment - No Issue | [REDACTED] | [REDACTED]        |               |                     |
| 02/17/2017 | EFT          | Cashed                  | [REDACTED] | [REDACTED]        |               |                     |
| 02/10/2017 | EFT          | Cashed                  | [REDACTED] | [REDACTED]        |               |                     |
| 02/08/2017 | Check        | Zero Payment - No Issue | [REDACTED] | [REDACTED]        |               |                     |
| 02/03/2017 | Check        | Zero Payment - No Issue | [REDACTED] | [REDACTED]        |               |                     |

### 6. Open or Save the downloaded file

Depending on your browser and/or computer set-up, your screen may not look exactly like the below image.

**Search Results**  
To see payment details, click on the payment ID link. Total Records: 15

| Issue Date | Payment Type | Payment Status | Payment ID | Total Paid Amount | RA Copy (PDF) | RA Copy (Delimited) |
|------------|--------------|----------------|------------|-------------------|---------------|---------------------|
| 03/03/2017 | EFT          | Cashed         | [REDACTED] | \$1,687.70        |               |                     |

Do you want to open or save 6004400.csv from hcputat.xco.dcs-usps.com? Open Save Cancel

Can also download pdf versions from Resources → Report Download

### 1. Login to Provider Web Portal

### 2. Click Resources and then click Report Download

Home Eligibility Claims Care Management **Resources**

Search Providers Search HIPAA Codes **Report Download**

Home Thursday 03/16/2017 05:10 PM MST

### 3. Choose "MMIS Reports – RA" from the Report dropdown box, select from & to dates, click "Search"

Search Providers Search HIPAA Codes **Report Download**

[Resources](#) > Report Download Thursday 03/16/2017 05:10 PM MST

|                      |                             |                    |                              |                 |                                      |                 |            |
|----------------------|-----------------------------|--------------------|------------------------------|-----------------|--------------------------------------|-----------------|------------|
| <b>Provider Name</b> | HEALTH INITIATIVES COLORADO | <b>Provider ID</b> | Providers - 1234567890 (NPI) | <b>Location</b> | 98765432 HEALTH INITIATIVES COLORADO | <b>Taxonomy</b> | 282N00000X |
|----------------------|-----------------------------|--------------------|------------------------------|-----------------|--------------------------------------|-----------------|------------|

**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

\*Report MMIS Reports - RA

\*From Date 03/01/2017 \*To Date 03/16/2017

**Search**

#### 4. Click the link "Provider Remittance Advice" to download the pdf.

|                      |                             |                    |                              |                 |                                      |                 |            |
|----------------------|-----------------------------|--------------------|------------------------------|-----------------|--------------------------------------|-----------------|------------|
| <b>Provider Name</b> | HEALTH INITIATIVES COLORADO | <b>Provider ID</b> | Providers - 1234567890 (NPI) | <b>Location</b> | 98765432 HEALTH INITIATIVES COLORADO | <b>Taxonomy</b> | 282N00000X |
|----------------------|-----------------------------|--------------------|------------------------------|-----------------|--------------------------------------|-----------------|------------|

**Report Download** ?

\* Indicates a required field.

Enter your search criteria and click the **Search** button.

\***Report**  ▼

\***From Date**   **To Date**

**Search**

**Reports Available to Download From 03/01/2017 To 03/16/2017**

To Download the report; click the Report Name

| Report Name                    | Create Date |
|--------------------------------|-------------|
| PROVIDER REMITTANCE ADVICE.PDF | 03/03/2017  |

#### 5. Open or Save the downloaded file

Depending on your browser and/or computer set-up, your screen may not look exactly like the below image.

**Report Download** ?

\* Indicates a required field.

Enter your search criteria and click the **Search** button.

\***Report**  ▼

\***From Date**   **To Date**

**Search**

**Reports Available to Download From 03/01/2017 To 03/16/2017**

To Download the report; click the Report Name

| Report Name                    | Create Date |
|--------------------------------|-------------|
| PROVIDER REMITTANCE ADVICE.PDF | 03/03/2017  |

**R05.00.154** [Privacy Notice](#)

Do you want to open or save PROVIDERREMITTANCEADVICE.PDF (46.2 KB) from hcquat.xco.dcs-usps.com?

## Need More Help?

Please visit the [Quick Guides and Webinars](#) web page to find all the Provider Web Portal Quick Guides:

**Aid Code and Benefit Plan Acronyms**  
**Are You Billing from the Correct Account?**  
**Copy, Adjust, or Void a Claim**  
**Delegates**  
**Delegate Access Definitions**  
**Entering Third Party Liability**  
**Provider Maintenance**  
**Pulling your 835 - Linking to your own TPID**  
**Pulling your Remittance Advice (RA)**  
**Reading your Remittance Advice (RA)**

- Internal Control Number (ICN) Information Sheet
- Region Code Information Sheet

**Updating your EFT/ERA Information**  
**Validating a Trading Partner ID (TPID)**  
**Verifying Member Eligibility**

- Managed Care Assignments
- Primary Care Provider
- Medicare Coverage
- Member Co-Pay Amounts

**Viewing Prior Authorizations in the Portal**  
**Web Portal Registration**

## Provider Web Portal – Frequently Asked Questions (FAQs)

Please visit the [Provider FAQ Central](#) web page and look under the Billing and Web Portal headings to see Provider Web Portal FAQs.

## Provider Web Portal – Recorded Webinars

Click the links below to access the recorded webinars:

- [Session #1](#) Access the new Portal, Portal Registration, Log in, My Profile, Manage Accounts (including delegates)
- [Session #2](#) Provider Maintenance (including updates and affiliations), EFT/ERA Enrollment, Disenroll
- [Session #3](#) Member Information and Eligibility Verification
- [Session #4](#) Remittance Advice (RA), Search Payment History, Search for Accounts Receivable Records, Make a Payment
- [Session #5](#) Notify Me, Alerts, Secure Correspondence
- [Session #6](#) Files Exchange, Resources
- [Session #7](#) Search & Submit CMS 1500, UB-04, Emergency Dental Claims, Prior Authorizations (Nursing Facility PETI PARs only)
- [Bridge](#) Bridge training for Community Centered Boards (CCBs) only