

Understanding Your Check Adjustment Report



The purpose of this report is to show you which claim(s) have been affected by a check adjustment. This can be created through a negative balance, ad hoc adjustment, or a check amount not matching the remittance advice amount.

The following is a description of what you will find on the report and how to apply the funds to claims.

SANFORD HEALTH PLAN										
Check Adjustment Report										
This adjustment report identifies all effected claims where there is a negative balance, ad hoc adjustment, or check amount not matching the remittance advice amount.										
Vendor Name	Run Number	Vendor ID	Checking Account	Check Number	Check Amount	Check Date	Claim Amount	Adjustment Total	Negative Balance Amount	Refund Amount

This section provides check information you can use to reference the EOP associated with the report. The EOP will arrive a few days after receiving this report. If you would like to view the EOP, you can log on to www.sanfordhealthplan.com to search the EOP by check number.

Claim List									
Patient Name	Account Number	DOS	Claim ID	Claim Amount	AP Date	Original Claim	Vendor ID		

There will likely be a list of claims that are on the EOP and are affected by a check adjustment. If there are no claims listed, reference the EOP sent separately from this report. We have included patient name and your account number that you can reference.

Negative Balance Carryovers									
Adjustment Description			Claim ID	Amount	AP Date	Comment Line			

A Negative Balance Amount is the amount that was applied from a previously paid and adjusted claim. This claim will be reflected in the section below.

Check Summary

Claim Amount
Negative Balance Amount
Refunds Amount
Ad Hoc Amount
Check Amount

Claim amount is the total net payable of the claims on the EOP. If there is a Negative Balance Amount, this should be equivalent to the amount listed above that will be applied to the check. Refunds Amount reflects any refunds that have been processed. If there is an Ad Hoc Amount listed, this is a payment made to make previous checks whole. This amount should be applied to those claims. Check amount should be equivalent to the check/EFT total you received or will receive shortly.

Outstanding Negative Balance Claims			<i>These claim reversals will appear in the claim list when negative balance satisfied.</i>							
Item Description	Patient Name	Account Number	DOS	Claim ID	Claim Amount	AP Date	Reversed Claim ID	Check Number	Check Date	

This section will show which claim(s) have been adjusted and payment amount. This is essentially what has created the Check Adjustment Report. These funds should be applied to the claims associated with the EOP in order to make the check whole.