HOW TO VIEW WAVIER MCO DEPOSITS AND RECONCILIATION CLAIMS IN THERAP

1. On the Therap dashboard, click on the 'Billing' tab, under the 'Institutional Claim' section, locate the 'Agency Based Reports' subsection, and click the "**Reconciliation"** link.

2. On your "Bank Statement" locate the "Date' of the MCO deposit.

NOTE: You may have multiple MCO deposits from the same MCO on the same date.

3. On the 'Billing Reconciliation Report' view, locate 'Payer,' click on the drop-down and select the deposit MCO.
4. Delete the date in the "Sent Date From" field.
5. In the "**Check / EFT Issue Date From**" field, enter the **'Deposit Date**."
6. In the below "**To**" field, enter the **'Deposit Date**."
7. Under the 'Output Columns' section, you can 'Add All' or select the columns you want to display.
8. Click the 'Search' button.

9. You can export to Excel, enable editing, and go to the bottom of the 'Payer Paid Amount' column to calculate an "autosum" for a total.

IMPORTANT: If there are multiple deposits for the 'same' MCO on the **same date**, you will total **all** the 'deposit' amounts together and the 'autosum' should match your reconciliation spreadsheet.