

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.

Individual	Attendance	
Agency	Attendance Search Summary	
Billing	Institutional Claim	
Admin	Service Authorization	Search Renewal Search
Agency Reports	Billing Data	Search Summary
Individual Home Page	Billing Conversion	EVV Billing
Settings	Claim Template	Search
	Institutional Claim	Search
	Agency Based Reports	Utilization Unclaimed Reconciliation Reconciliation (Service Level) Denied Claim Aging Report Submission Errors
	Caseload Based Reports	Detail Report Utilization

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.

Billing Reconciliation Report

* Payer

BCBST: BCBST - 00390 (Inst.)

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Latest Submitted Claims Only

☒ Yes
 ☐ No

Status

- Please Select -

Sent Date From

MM/DD/YYYY

To

MM/DD/YYYY

Check / EFT Issue Date From

09/06/2024

To

09/06/2024

Output Columns

Available

Search

Add All

Selected

Search

Remove All

Program Name

Program Cost Center Number

Site Name

Site Cost Center Number

Authorization Number

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.