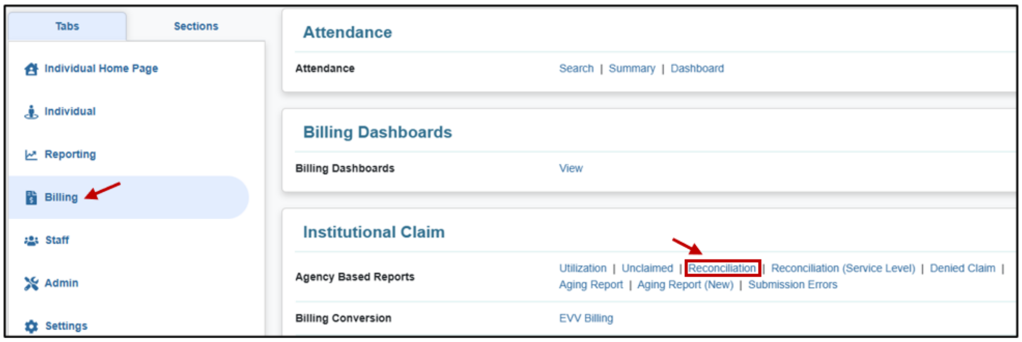
HOW TO VIEW AND SAVE WEEKLY STATE-FUNDED RECONCILIATION CLAIMS

State Funded Services are processed **each** Thursday at 11:00 a.m. in Therap.

When reconciling State Funds, always use the Thursday date for that week. This date determines which State-Funded services were processed for the week.

IMPORTANT: Every Thursday, Providers must pull the State-Funded Reconciliation spreadsheet and save it, ensuring the Thursday date is included in the file name.

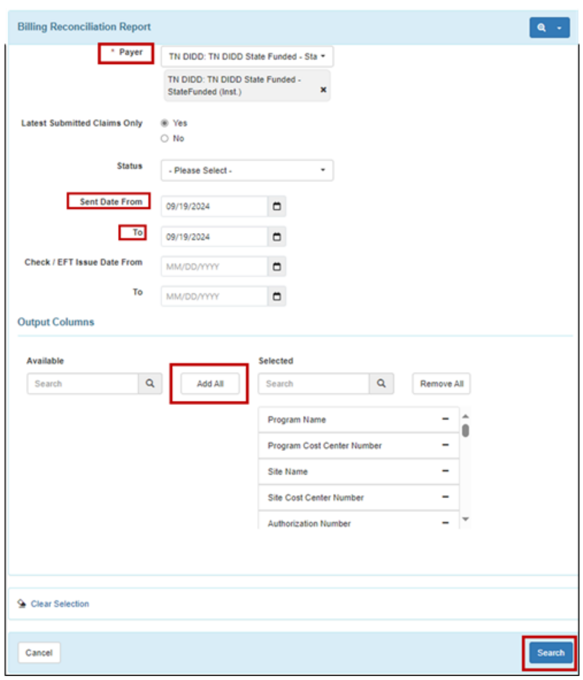
1. On the Therap Dashboard, click the **Billing** tab. Under the **Institutional Claim** section, locate **Agency-Based Reports**, then click **Reconciliation**.



2. In the **Billing Reconciliation Report** view, locate **Payer**, open the drop-down menu, and select:

   TN DIDD: TN DIDD State Funded – StateFunded (Inst.)

3. In the **Sent Date From** field, enter the Thursday date you are reconciling.
4. In the **Sent Date To** field, enter the same Thursday date.
5. In the **Output Columns** section, click **Add All** or select only the columns you want included in the report.
6. Click **Search**.



7. The results will display all State-Funded claims with a status of **Paid** and/or **Voided** that were submitted for payment for that specific week.

NOTE: You will see the deposited amount reflected in your Edison account at a later date—unless the week contains **only** Voids. In those situations, the Voided amount will be deducted from a future week's submission once claims with a positive amount are received, as long as the positive amount is sufficient to cover the full Voided total.

8. Export the report to Excel. Enable editing if needed, then scroll to the bottom of the **Claims Paid Amount** column and use **AutoSum** to calculate the total.
9. Save the Excel spreadsheet, including the Thursday date in the file name for future reference.

IMPORTANT: Saving these files weekly is critical. If any claim(s) are voided in the future and the units are released, those claim(s) will be automatically deleted and will no longer appear if you pull that week's report again.