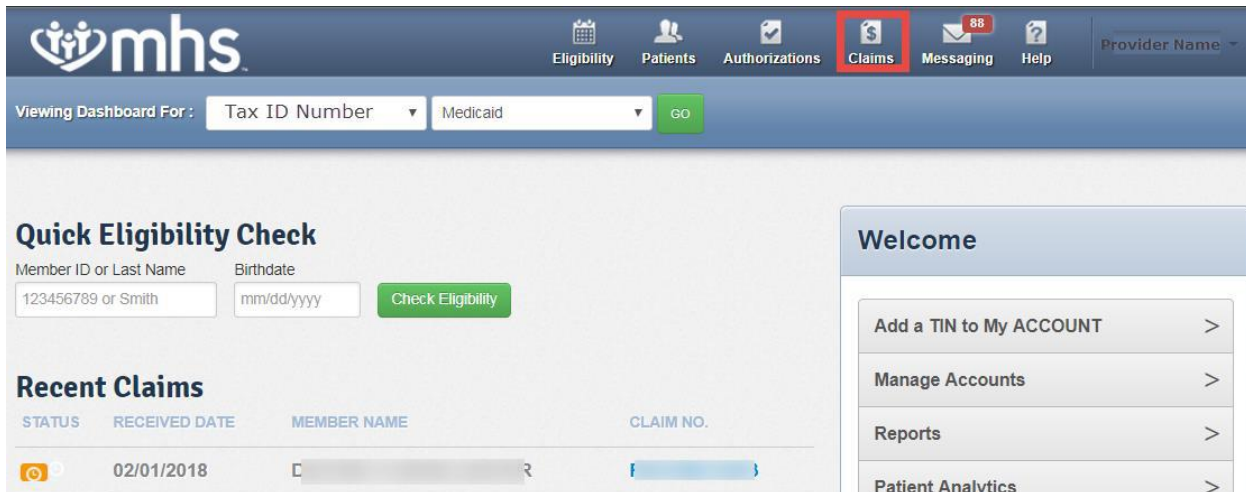


How to View Payment History on the MHS Portal

A. Review the steps below to see the process for viewing Payment History.

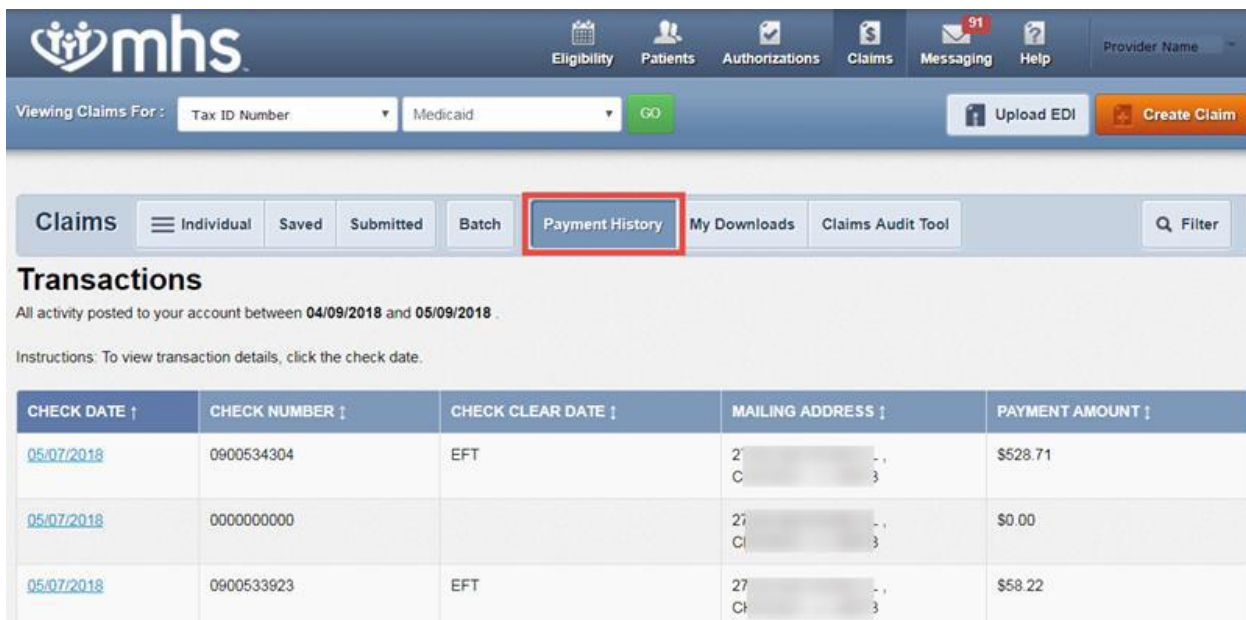
1. Log into the Secure Provider Portal: <https://provider.mhsindiana.com>
2. Click the **Claims** tab on the dashboard header.



3. Click on **Payment History** to view Transaction Details.

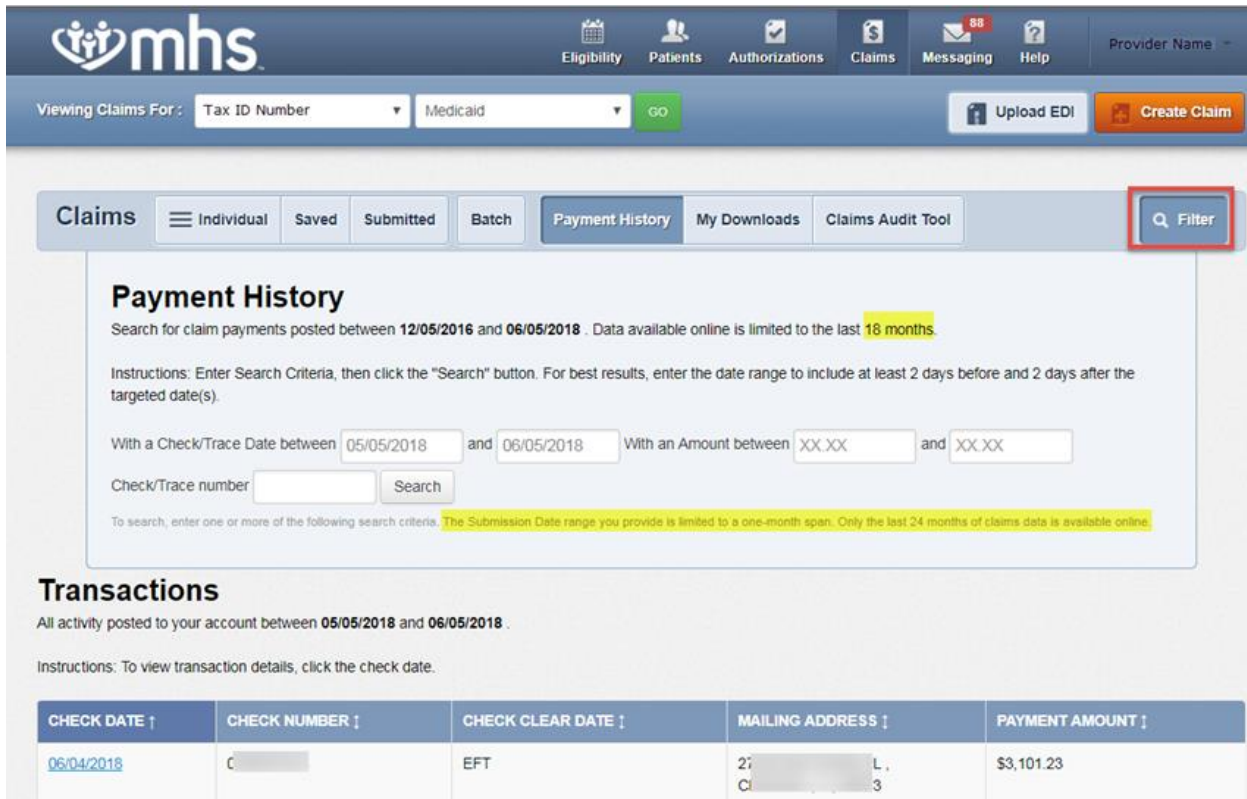
This view will show the following: **Check Date, Check Number, Check Clear Date, Mailing Address and Payment Amount**

*Check Clear Date is not listed for EFTs.



CHECK DATE ↑	CHECK NUMBER ↑	CHECK CLEAR DATE ↓	MAILING ADDRESS ↓	PAYMENT AMOUNT ↓
05/07/2018	0900534304	EFT	27 [REDACTED] 3	\$528.71
05/07/2018	0000000000		27 [REDACTED] 3	\$0.00
05/07/2018	0900533923	EFT	27 [REDACTED] 3	\$58.22

- Click **Filter** to search by **Check/Trace Date** or **Check/Trace number**.
(Data available is last **18 months**. Date range is limited to **1 month**.)
Once results are populated, click **CHECK DATE** to see additional information.



The screenshot shows the mhs Claims interface. At the top, there are navigation tabs for Eligibility, Patients, Authorizations, Claims, Messaging (with 88 notifications), and Help. Below this, there are dropdown menus for 'Viewing Claims For:' set to 'Tax ID Number' and 'Medicaid', with a 'GO' button. To the right are 'Upload EDI' and 'Create Claim' buttons.

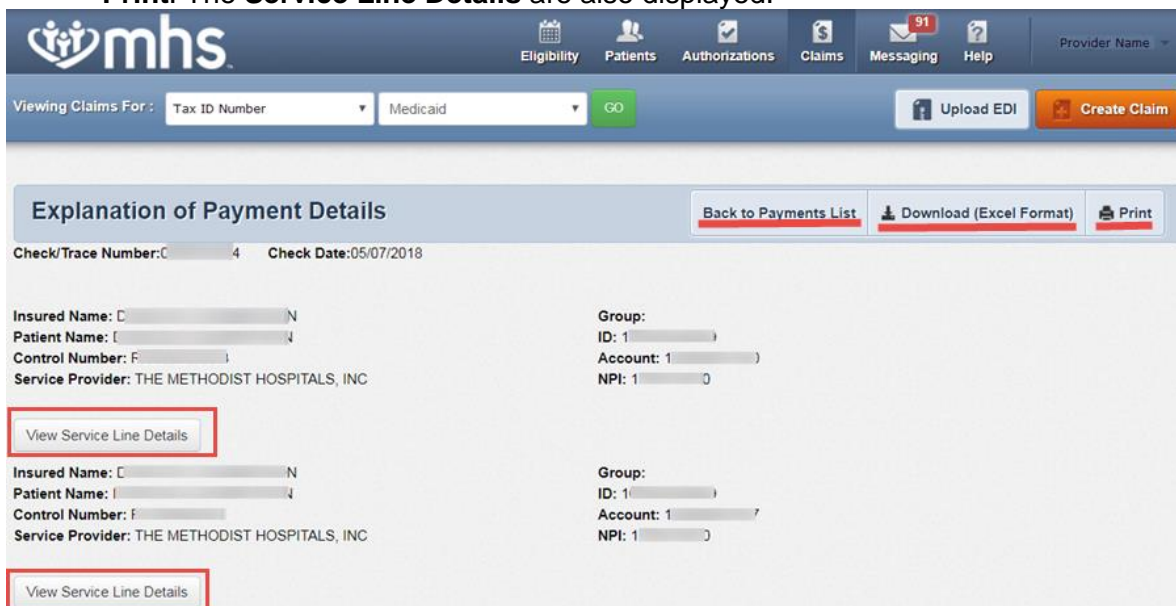
The main content area has a 'Claims' header with sub-tabs: Individual, Saved, Submitted, Batch, Payment History (selected), My Downloads, and Claims Audit Tool. A 'Filter' button is highlighted with a red box.

The 'Payment History' section is active, showing a search form. It includes a date range from 12/05/2016 to 06/05/2018 and a note that data is limited to the last 18 months. The search criteria are: 'With a Check/Trace Date between 05/05/2018 and 06/05/2018 With an Amount between XX.XX and XX.XX'. There is a 'Check/Trace number' field and a 'Search' button. A note at the bottom states: 'To search, enter one or more of the following search criteria. The Submission Date range you provide is limited to a one-month span. Only the last 24 months of claims data is available online.'

Below the search form is the 'Transactions' section, which shows a table of activity posted between 05/05/2018 and 06/05/2018. The table has columns for CHECK DATE, CHECK NUMBER, CHECK CLEAR DATE, MAILING ADDRESS, and PAYMENT AMOUNT.

CHECK DATE ↑	CHECK NUMBER ↓	CHECK CLEAR DATE ↓	MAILING ADDRESS ↓	PAYMENT AMOUNT ↓
06/04/2018	C [REDACTED]	EFT	21 [REDACTED] L, Cl [REDACTED] 3	\$3,101.23

- Explanation of Payment Details** allow the provider to **Download** the information to **Excel** or **Print**. The **Service Line Details** are also displayed.



The screenshot shows the mhs Claims interface with the 'Explanation of Payment Details' section active. At the top, there are navigation tabs for Eligibility, Patients, Authorizations, Claims, Messaging (with 91 notifications), and Help. Below this, there are dropdown menus for 'Viewing Claims For:' set to 'Tax ID Number' and 'Medicaid', with a 'GO' button. To the right are 'Upload EDI' and 'Create Claim' buttons.

The main content area has a header for 'Explanation of Payment Details' with buttons for 'Back to Payments List', 'Download (Excel Format)', and 'Print'.

The details for a specific claim are shown: 'Check/Trace Number: C [REDACTED] 4' and 'Check Date: 05/07/2018'.

There are two columns of information:

- Insured Name:** C [REDACTED] N
- Patient Name:** I [REDACTED] ↓
- Control Number:** F [REDACTED]
- Service Provider:** THE METHODIST HOSPITALS, INC

And another set of information:

- Group:** ID: 1 [REDACTED]
- Account:** 1 [REDACTED]
- NPI:** 1 [REDACTED] 0

Below each set of information is a 'View Service Line Details' button, which is highlighted with a red box.

6. Examples of Service Line Details

View Service Line Details

Serv	Date	Proc#/ Proc2	Mod	Days/ Cnt Qty	Charged	Allowed	Deduct/ Copay	Coinsur	Discount/ Interest	Med Allow/ Med Paid	TPP	Denied	Remit Codes	Payment
10	04/25/2018	99204		0/1	228.00	118.22	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	118.22
20	04/25/2018	99000		0/1	5.00	2.97	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	2.97
30	04/25/2018	36415		0/1	16.00	3.00	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	3.00
Sub Total:					\$249.00	\$124.19	\$0.00/\$0.00	\$0.00	\$0.00/\$0.00	\$0.00/\$0.00	\$0.00	\$0.00		\$124.19

Remit Code Descriptions

92
PAID IN FULL

View Service Line Details

Serv	Date	Proc#/ Proc2	Mod	Days/ Cnt Qty	Charged	Allowed	Deduct/ Copay	Coinsur	Discount/ Interest	Med Allow/ Med Paid	TPP	Denied	Remit Codes	Payment
10	03/30/2018	99283		0/1	225.00	57.98	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92,v2	57.98
Sub Total:					\$225.00	\$57.98	\$0.00/\$0.00	\$0.00	\$0.00/\$0.00	\$0.00/\$0.00	\$0.00	\$0.00		\$57.98

Remit Code Descriptions

92
PAID IN FULL
v2
REVIEWED BY CODING EDITING SOFTWARE-HCI-PCI