

# Centricity Business (CB) – ARR eBinder

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This eBinder has links to quick reference guides that are specific to the work you perform in the Accounts Receivable Resolution (ARR) group. The guides are listed by topic under the headings below. To open a document click the underlined/blue link. Feel free to use the guides as an online reference or to print out for your use.

## Essentials

[Login/Logoff User Guide](#)—walks you through the steps of correctly logging in and out of Centricity Business

[Getting Started User Guide](#)—walks you through the basic features of using CB

[Navigation](#)—navigation tips for CB

[Advanced Search and Select Patient](#)—ways to search for a patient in CB

[Dictionaries](#) – accessing and understanding the most commonly used dictionaries in CB.

## Guides Useful for Your Role

[Invoice Inquiry](#)—numerous actions and methods to inquire about invoices in CB

[Payment Posting \(Part 1\) User Guide](#)—step-by-step instructions for line item payment posting

[Payment Posting \(Part 2\) User Guide](#)—step-by-step instruction for payment posting using Additional Transactions

[Demand a Claim](#)— reasons why and steps to demand a claim in CB

[BAR Charge Entry](#)—entering charges directly into BAR

[BAR Batch Maintenance](#)—steps for printing a batch proof, deleting or recovering a batch, etc.

[Filtering ETM Task Notes](#)—walks you through the steps for filtering out the system generated task notes in ETM

[Viewing More than Four Dx Codes](#)—shows you the steps to view Dx codes 5-10 if applicable

[Accessing BAR Dictionaries](#)—steps for accessing BAR dictionaries

[Viewing Fee Schedules](#)—steps for viewing fee schedules

[Viewing a TES Audit Trail](#)—steps for viewing a TES Audit Trail

## Enterprise Task Manager (ETM)—What It Is and Best Practices

[ETM Concepts](#)—overview of what ETM is

[Working in ETM](#)—walks you through features to utilize when working in ETM

[ETM Preview Pane](#)—What is the Preview pane?

[ETM Instructions Pane](#)—What is the Instructions pane?

[ETM Notes User Guide](#)—viewing and entering ETM notes

[Steps for Working a Task in ETM](#)—fundamental steps to work a task in ETM

## Specific to ARR Who Make TES Edits

[TES Editing](#)—editing TES charges in CB

[TES Charge Entry](#)—entering charges into TES

## BAR Charge Correction

[BAR Charge Correction Basics](#)—the steps for basic BAR charge correction procedures

[BAR Charge Correction Link/Unlink Visits](#)

[BAR Charge Correction – Moving Invoices](#)—steps for moving invoices from donor to recipient account, etc.

[BAR Charge Correction](#) – For specific charge corrections (Anesthesia, CU Cap, Claim Edits, DX Edits)

[BAR Charge Correction](#) – Splitting an Invoice then Performing a Charge Correction—steps for splitting an invoice and then performing a charge correction

[BAR Editing an Invoice](#)

[BAR Viewing and Correcting](#) – 97 paycode report

## Registration and Visit Management (VM)

[Visit Management Concepts](#)—explains the visit concept

[Visit-Level Insurance Concepts](#)—overview of Visit-Level Insurance

[VM Notes](#)—entering and viewing visit notes

[View FSC Changes in Visit](#) – viewing details

## ARR WFs

### *Claim Acknowledgement Response*

[ETM Claim Acknowledgement Response](#)

### *Charge Correction*

[CB Charge Correction Spreadsheet](#)

[Charge Correction WF](#)

[Manual Tasks \(Chg Corr\)](#)

### *Claim Edit*

[Claim Edit – Claim is Over 120 days](#) – How to Research

[Claim Edit - Invalid CRNA Billing WF](#)

[Claim Edit – KSE after KAP WF](#)

[Claim Edit – MCR Fax Documentation WF](#)

[Claim Edit – Medicaid 120 Day](#)

[Claim Edit – Missing MED 178](#)

[Claim Edit – RAD Invalid PROV LOC FELLOWS WF](#)

[Claim Edit – Rendering Provider Cannot Bill Tricare WF](#)

[Claim Edit – Worker’s Comp WF](#)

[Claim Edit – Worker’s Comp Missing Info WF](#)

### *Escalation*

[Anthem Escalation WF](#)

[Kaiser Escalation WF](#)

[United Healthcare Escalation WF](#)

### *ETM Reassignments*

[Reassigning to ARR Repost](#)

[Reassigning to Health Plan Development](#)

[Reassigning to Missing Check](#)

[Reassigning to Payment Posting](#)

[Reassigning to ACE](#)

[Reassigning to Registration](#)

### *Medicaid*

[Medicaid Missing Referring PCP How to add in BAR and TES WF](#)

[ETM Claim Edit, Emergency Medicaid WF](#)

[ETM TES Edit, Emergency Medicaid WF](#)

## *No Activity*

[Invoice No Activity](#)

[Invoice No Activity Credit Balances](#)

## *Notes*

[Notes – Finding Notes](#)

[Notes – ETM Note Types](#)

## *Rejections*

[EOS FSC Rejections](#)

[ETM Rejections](#)

[ETM PEI Rejections](#)

[Medicare HMO Correspondence Rejections](#)

[Authorization Rejections](#)

[99053 Rejection Write off WF](#)

[S9088 Rejection WF](#)

## *Refunds*

[ETM: EDM Document Open/Pending](#)

## *TES Edit*

[TES Edit – Procedure 71010 Rollup WF](#)

## *Write Off*

[Request Write-Off](#)

## *All Others*

[ACD Call Notes using Child’s View](#)

[ACD Line P&P](#)

[Adding a Claim Frequency Code](#)

[FP-VA Requires Medical Records](#)

[Side by Side Payment Posting](#)

[X \(EPSU\) MODIFIER CHARGE CORRECTION](#)

[PWK – Medical Records to MCD of WY](#)

## *EDM (Electronic Document Manager)*

[EDMS Scanning a Document](#) (for document scanners only)

[EDM Indexing a Document](#) (for document scanners only)

[EDM Viewing Scanned Documents](#) (all)

## *Handouts*

[Patient Lookups and Date and Time Formats](#)

[Navigation using Keyboard Shortcuts](#)

[VM Action Codes and Descriptions](#)

[Visit Types Used at UPI](#)

[ETM Indicators](#)

[ETM Note Types](#)

[Finding EPIC Payments](#)

[Invoice Inquiry Action Q Filter Commands](#)

[Notes Job Aide](#)

[Medicare Treatment Authorization-Valid Formats](#)

[5.3 Upgrade User Guide](#)