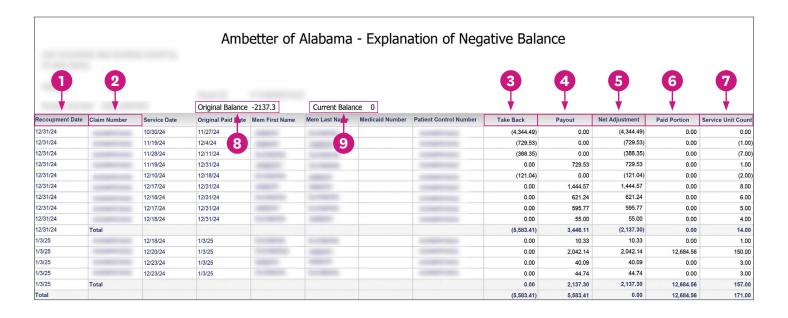


Negative Balance*

HOW-TO GUIDE



- 1 Recoupment Date: Indicates the date of the transaction.
- 2 Claim Number: Indicates the claim the balance is taken from or paid to.
- Take Back: Indicates the amount per claim that was taken back by the plan.
- 4 Payout: Indicates the amount paid per claim from the negative balance.

- 5 **Net Adjustment:** Total of step 3 and 4 combined.
- 6 Paid Portion: Indicates that there was payment left over after offsetting this payment. This would happen if the payment amount totaled more than the remaining negative balance. The remaining amount could be applied to another negative balance (if another payable has another negative balance) or applied to a check.
- 7 Service Unit Count:
 Indicates how many units
 on the claim/line that applied
 towards the report.
- **8 Original Balance:** Total of the starting negative balance.
- 9 Current Balance: Identifies how much is remaining to be offset.

^{*}To verify why you have a negative balance please review your original EOP, if you require additional assistance please contact Provider Services at **1-800-442-1623**.