



Accessing the Remittance Advice via Provider Web Portal

Providers and authorized staff can view a Remittance Advice (RA) via the Enterprise Provider Web Portal at any time. Just follow these simple steps to access, view and save online Remittance Advice documents in ND Health Enterprise MMIS.

Payment Inquiry Steps





Step 2: Enter the User ID and Password

(IMPORTANT NOTE: Be sure to confirm that the individual logging in has the appropriate security role to view the Remittance Advice. This must be granted by the provider Organization Administrator.)

North Dakota	MMIS Web Portal	Nov 5, 20 Skip Navigation Contact Us Help Sear
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<u>Step 3</u>: Select <u>Claims</u> > <u>Payment Inquiry</u> from the top menu bar on your Home page.

<u>Step 4</u>: The Payment Inquiry search page is presented.

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<u>Step 5</u>: Enter a Begin Date and End Date for your search. Then click Search.

(NOTE: Begin and end dates are not required, however, this will save time and refine returned search results.)

If no dates are entered, the search will return all results using the Provider ID assigned to the User ID entered in Step 2.

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<u>Step 6</u>: *Remittance Advice documents for the specified date range or User ID (depending upon search criteria in Step 5) are displayed. Results can be sorted by clicking on the up or down arrow at the top of any column:*

- Paid Date
- Check/ EFT Number
- Reimbursement Amount
- RA Number

Payment Inquiry					Print Help _
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No more than 100 results	will be returned. Please refine your sear	ch to limit the number of sea	rch results.		
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SEARCH RESULTS					Search
Below is a list of payments Provider ID: 1461905	s that met your search criteria for the se	elected Provider ID. Print Ima	ge RAs are available in PDF format. PDF format files o	an be read using the	free Adobe Acrobat Reader from Adobe.
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<u>Step 7</u> Open/download the specific RA selected for review by clicking on the underlined RA number in the Print Image RA column. The pop-up message will ask if the file is to be opened or saved. To simply view the RA, select "Open." To review and store the file on your computer, select "Save".

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Step 8: <u>Viewing the Remittance Advice</u>: Click Open – RA will be displayed on the browser screen. You can review multiple pages by moving the bar on the right side of the screen up and down, as desired.

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Step 9: Saving the Remittance Advice: A pop-up message will confirm that the file download is complete. To open the file directly, click "Open". To open the folder where the file downloaded to your computer, click "Open Folder".

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The Remittance Advice documents are stored on the Enterprise Provider Web Portal and remain available for viewing by authorized users. Providers are not required to download and save the weekly RA to their personal computer for future access.