

Tribal Affairs PCCM Payment Quick Reference Sheet

How to Retrieve Your PCCM Payment File (HIPAA 820)

- 1. Log in to ProviderOne using one of the following profiles:
 - EXT Provider Claims Payment Status Checker
 - EXT Provider Download Files
 - EXT Provider Managed Care Only
 - EXT Provider Upload and Download Files
- 2. Click on View Capitation Payment under Payments



 Click on the Filter By, select Organization, enter your Organization Number, and click Go (Note: Your Organization Number is your Domain Number + 00 at the end)
Fourider The Provider The

Welcome Longnecker, Mike . You have logged-in with EXT Provider Upload and Download Files profile.							
Path: Provider Portal/ Payment Summary List							
Close							
Payment Summary List:							
Filter By: Organization	✓ your org# here	And	-	Go			
Consolidated Invoice # ▲ ▼	Premium Receiver Id	Premium Receiver Name	Payment Method ▲ ▼	Check/EFT Trace #			
Consolidated Invoice #	Premium Receiver Id	And Premium Receiver Name	Payment Method	Check/EFT Trace #			

4. Click on the down-caret under Check/EFT Date to retrieve your payments in date order, most recent first

Close						
Payment Summary List:						
Filter By: Organization	→ your org #	And	•			Go
Consolidated Invoice #	Premium Receiver Id ▲ ▼	Premium Receiver Name ▲ ▼	Payment Method ▲ ▼	Check/EFT Trace #	Check/EF Date	T Tot

5. Click on the Consolidated Invoice # that you want to retrieve



6. Click on the Save to XLS button

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7. ProviderOne will display a TXT version of the payment file (HIPAA 820) in Microsoft Excel. At this point, you can save it as an Excel file.