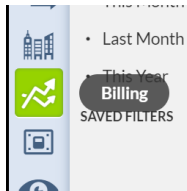


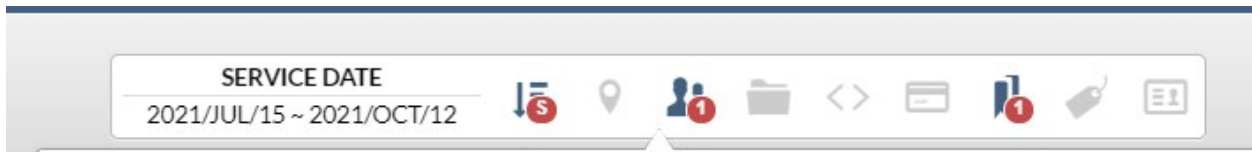
## How to Reconcile Your Billing

Purpose: The following document details how a user reconciles their billing once they have been submitted and assessed by Medicare. Bills that are submitted to Medicare prior to 6 PM will be available to reconcile the next morning.

1. Click on the billing module on the side panel



2. Click on the Service date at the top of the screen



3. Select filters
  - Date to be reconciled – select a start date and end date in the calendars
  - Billing Practitioner – filter for yourself
  - Skip code filter
  - Click on Status filter – can filter by completed, refused, attention required, draft, ready to submit. You can add or remove a status by clicking on the name
  - Click Apply

