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
3. **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 or 4
6. **Paid Portion:** Indicates if there was a check payment made
   a. This would happen if the payment amount totaled more than the remaining negative balance
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 1-866-769-3085.