



BlueCross BlueShield of South Carolina and  
BlueChoice® HealthPlan of South Carolina

# My Remit Manager

## User Guide

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Your Partners in Outstanding Quality, Satisfaction and Service

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## Contents

Overview .....	3
Getting Started.....	4
Accessing My Remit Manager through My Insurance Manager.....	5
Calendar View .....	6
Month Details .....	9
ERA Details .....	10
Accessing My Remit Manager Outside of My Insurance Manager.....	11

# Overview

My Remit Manager is a web-based tool designed to help providers efficiently manage their payment activity. It allows users to track payments, access electronic remittances and maintain better visibility into their patients' accounts.

There are two versions of My Remit Manager available:

- Once accessible through My Insurance Manager<sup>SM</sup>
- One available as a standalone platform outside of My Insurance Manager.

This guide provides step-by-step instructions on how to navigate both versions, allowing you to choose the option that best fits your workflow preferences.

## Getting Started

Before you can gain access to electronic remittance advices (ERAs) in My Remit Manager, you must complete one of the appropriate enrollment forms for your practice:

- ERA Enrollment Form Using a Clearinghouse
- ERA Enrollment Form for Direct Submitters

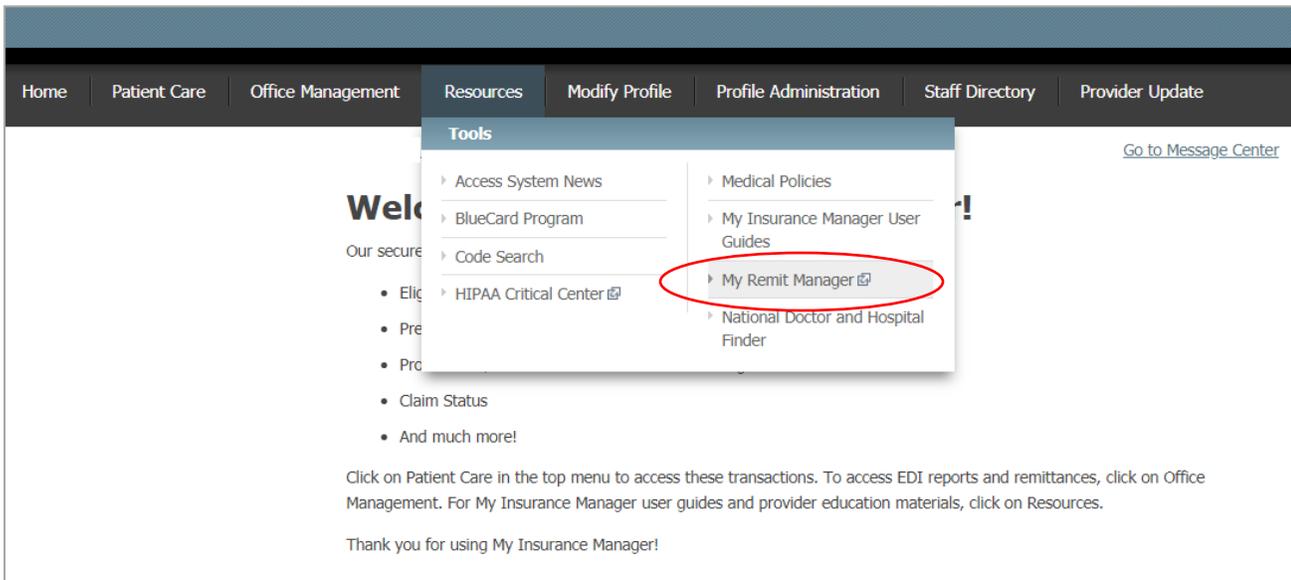
Both forms are available on [www.SouthCarolinaBlues.com](http://www.SouthCarolinaBlues.com). Select **Providers**, followed by **Provider Enrollment**. Next, select **Electronic Funds Transfer and Remittances**.

Complete the form that best fits the needs of your practice. Once completed, submit the form to [EDI.Services@bcbssc.com](mailto:EDI.Services@bcbssc.com) and allow up to a week up the enrollment to be completed.

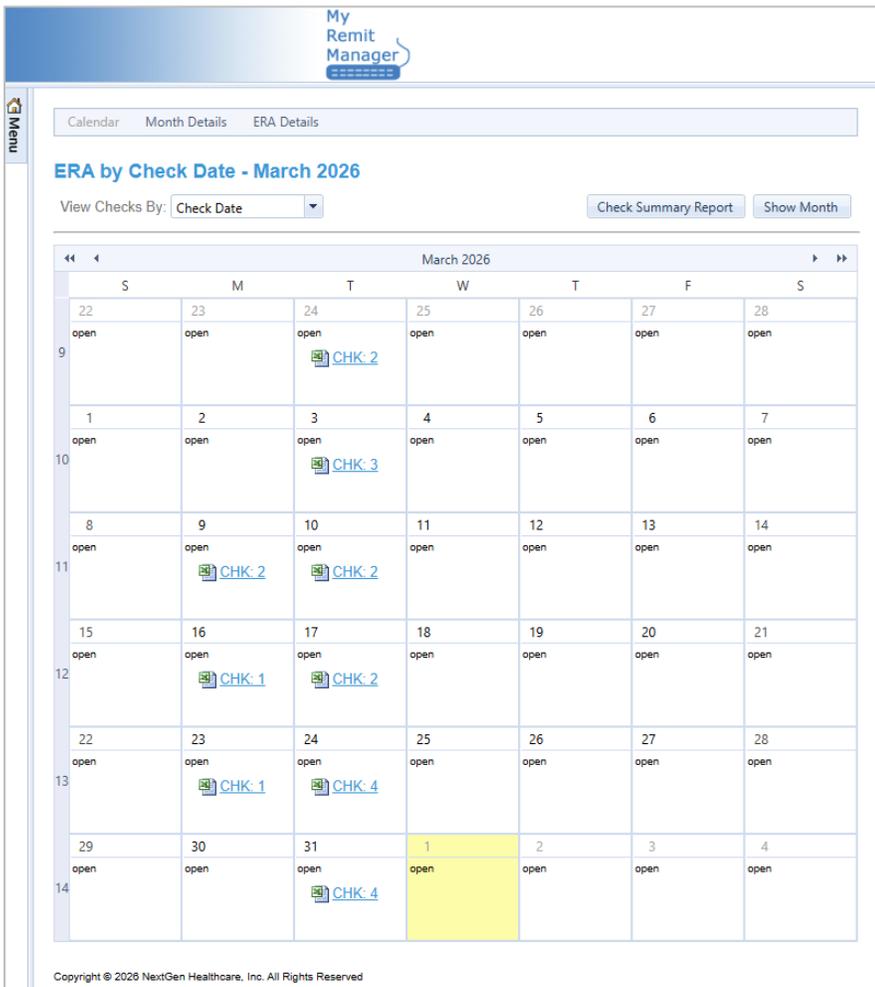
# Accessing My Remit Manager through My Insurance Manager

The quickest way to access My Remit Manager is directly through My Insurance Manager.

After logging into My Insurance Manger, hover over **Resources**, then select **My Remit Manager**.



You will be routed to landing page of My Remit Manager.



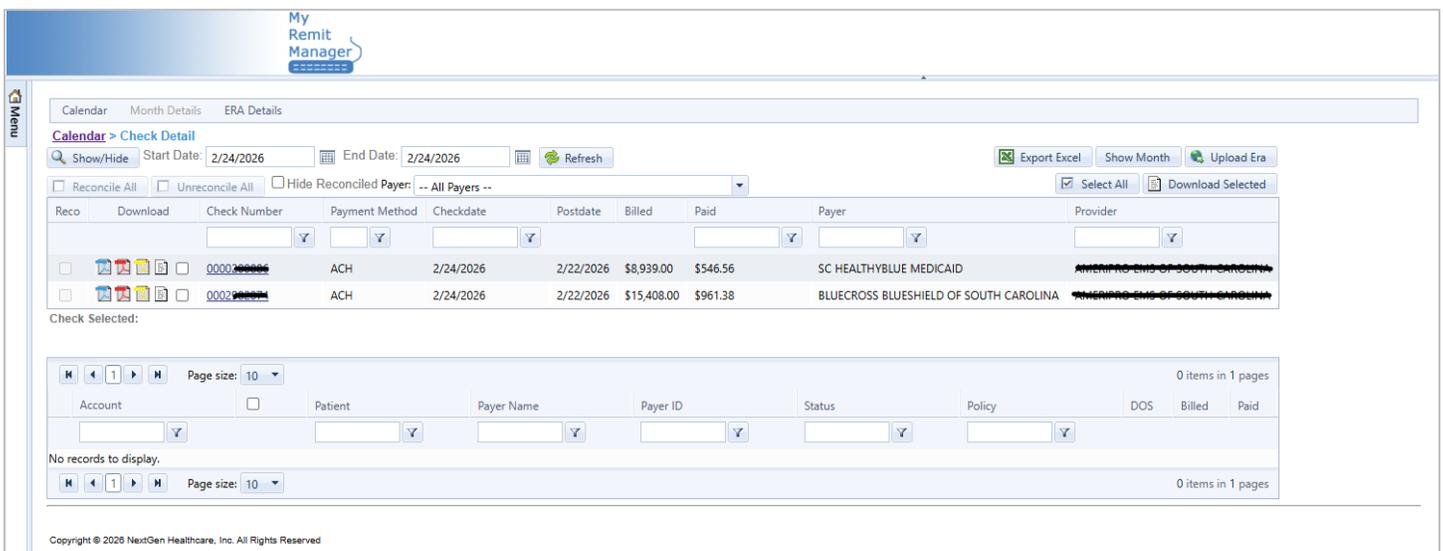
## Calendar View

The portal will default to the Calendar view, which displays the entire month of checks available for the practice or provider. Dates that include **CHK** indicate available checks for review. Additionally, the **number next to CHK** indicates the total number of checks available for that date.

You can navigate to other months by selecting the arrows to move forward or backward within the calendar.



Selecting the **CHK** link will take you to the Month Details view, but only for the checks available for the date selected.

A screenshot of the My Remit Manager interface. The top navigation bar includes "Calendar", "Month Details", and "ERA Details". The "Calendar" tab is active, and the "Check Detail" view is selected. The interface shows a table of checks for February 24, 2026. The table has columns for "Reco", "Download", "Check Number", "Payment Method", "Checkdate", "Postdate", "Billed", "Paid", "Payer", and "Provider". Two checks are listed: one for SC HEALTHYBLUE MEDICAID and one for BLUECROSS BLUESHIELD OF SOUTH CAROLINA. Below the table, there are filter options for "Account", "Patient", "Payer Name", "Payer ID", "Status", "Policy", "DOS", "Billed", and "Paid". The interface also includes a "Check Selected:" section and a "Page size: 10" dropdown. The footer contains the copyright information: "Copyright © 2026 NextGen Healthcare, Inc. All Rights Reserved".

Here, you will see the following information:

- **Download** – Allows you to download the patient summary, patient listing, ERA report or X12.
- **Check Number** – Provides you with the applicable check number(s).
- **Payment Method** – Tells you how the payment was submitted.
- **Check Date** – Provides you with the date of the check.
- **Post Date** - Provides you with the date the check was posted.
- **Billed** – Tells you the total amount billed on the check (based on submitted claims).
- **Paid** – Tells you the total amount paid on the check (based on submitted claims).
- **Payer** – Shows the payer details associated with the check.
- **Provider** – Shows the provider details associated with the check.

*Note: You can use any of the filter options to narrow the results. This is beneficial for extensive lists.*







## ERA Details

From the landing page of My Remit Manager, choose the applicable month you want to view. Again, you can use the available arrows to navigate through the different months. Once you're on the appropriate month, select **ERA Details**.

My Remit Manager  
Calendar Month Details ERA Details

ERA by Check Date - March 2026

View Checks By:

March 2026							
S	M	T	W	T	F	S	S
22 open	23 open	24 open CHK 2	25 open	26 open	27 open	28 open	
1 open	2 open	3 open CHK 3	4 open	5 open	6 open	7 open	
8 open	9 open CHK 2	10 open CHK 2	11 open	12 open	13 open	14 open	
15 open	16 open CHK 1	17 open CHK 2	18 open	19 open	20 open	21 open	
22 open	23 open CHK 1	24 open CHK 4	25 open	26 open	27 open	28 open	
29 open	30 open	31 open CHK 4	1 open	2 open	3 open	4 open	

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This will display all the available ERAs for the month.

My Remit Manager  
Calendar Month Details ERA Details

Calendar > ERA Details

Filter Options (By Post Date)

Start Date:  End Date:   Select Status:

Page size: 50 37 items in 1 pages

Account	Patient	Status	Policy	DOS	Billed	Paid	Status
[REDACTED]	HARRINGTON, NAELITA	Denied	[REDACTED]	2/5/2025	\$3,257.20	\$0.00	DENIAL
[REDACTED]	CLARKE, CONNIE	Denied	[REDACTED]	12/9/2025	\$3,631.40	\$0.00	DENIAL
[REDACTED]	WILKINS, FORNER	Processed as Secondary	[REDACTED]	2/9/2026	\$3,626.80	\$407.02	PAID
[REDACTED]	WIDELL, RICHARD	Processed as Secondary	[REDACTED]	2/15/2026	\$3,828.40	\$189.66	PAID
[REDACTED]	MARTIN, JOHN	Processed as Secondary	[REDACTED]	2/9/2026	\$4,038.40	\$199.08	PAID
[REDACTED]	OGWELL, CHRYSE	Processed as Secondary	[REDACTED]	2/11/2026	\$2,597.80	\$124.95	PAID
[REDACTED]	SHIMMONS, MARCHELLE	Processed as Primary	[REDACTED]	1/9/2026	\$2,501.60	\$174.08	PAID
[REDACTED]	SHIMMONS, MARCHELLE	Processed as Primary	[REDACTED]	1/29/2026	\$3,652.40	\$248.56	PAID
[REDACTED]	GREENE, LAUREE	Denied	[REDACTED]	1/2/2026	\$3,857.80	\$0.00	DENIAL
[REDACTED]	REARDEN, JAMES	Processed as Secondary	[REDACTED]	2/8/2026	\$4,143.40	\$203.79	PAID
[REDACTED]	PERNELL, TANIAH	Processed as Primary	[REDACTED]	9/4/2025	\$2,552.00	\$2,552.00	PAID
[REDACTED]	*PLB	Provider Adjustment		3/16/2026	\$0.00	(\$2,755.79)	PAID
[REDACTED]	ADAMS, ROSA	Processed as Primary	[REDACTED]	2/26/2026	\$2,652.80	\$184.72	PAID
[REDACTED]	DEAR, ROBERT	Processed as Secondary	[REDACTED]	2/8/2026	\$3,509.20	\$175.35	PAID
[REDACTED]	HARRINGTON, CHARLES	Processed as Primary	[REDACTED]	2/6/2026	\$3,988.00	\$281.26	PAID
[REDACTED]	FRY, DANITA	Processed as Primary	[REDACTED]	2/8/2026	\$2,279.00	\$160.78	PAID

From here, you will see the same information and have the same functions available within the other views.

# Accessing My Remit Manager Outside of My Insurance Manager

If My Insurance Manager is unavailable, you're still able to access My Remit Manager externally at [https://client.webclaims.com/v07\\_03/](https://client.webclaims.com/v07_03/).

edi.services@cbssc.com'."/>

My Remit Manager

Log In

User Name:

Password:

Remember me next time.

Log In

Need to **Register?**  
Forgot **User Name or Password?**  
Contact BCBSSC EDI Services at [edi.services@cbssc.com](mailto:edi.services@cbssc.com)

If you do not have an account for this version of My Remit Manager, you can request one by completing the available form on [www.SouthCarolinaBlues.com](http://www.SouthCarolinaBlues.com). Select **Providers**, then **Tools and Resources**. Next, select **My Remit Manager**.

Fill out the form and select Submit. Allow up to a week for review, and once the account is completed, you will receive an email from the EDI team including your log in credentials.

My Remit Manager Access Request Form

Billing Provider Name\*

Required field

Billing Provider Tax ID\*

Billing Provider NPI(s)\*

If more than one, please separate using commas.

User Name\*

First Name Last Name

User Phone Number\*

User Email\*

Submit Form

Once you have access and log into this version of My Remit Manager, you should see three tabs: Home, ERA and Password. Select the **ERA** tab.

Highlighted dates indicate available checks for review. Additionally, the **number** within the date indicates the total number of checks available for that date.

The screenshot shows the My Remit Manager interface. At the top, there are navigation tabs: HOME, CLAIMS, ERA, and a partially visible one. Below the tabs is a secondary navigation bar with icons and labels for CHECK DATE, POST DATE, PATIENTS, REPORTS, and DOWNLOAD ERA. The main content area is titled '> CHECKS BY CHECK DATE'. It includes a login field with a 'Logout' link and a 'Switch Accounts' link. A 'Select Date' dropdown is followed by a calendar for March 2026. The calendar highlights dates 24, 25, 26, 27, 28, 30, 31, and 3. To the right of the calendar is a bar chart titled 'Billed vs. Paid by Week'. The chart shows two bars for each week: a blue bar for 'Billed' and a red bar for 'Paid'. The y-axis ranges from 0K to 40K. Below the calendar and chart are search and filter options: 'Order By' (set to Name), 'Download ERA', 'Download X12', a search box, 'Search', 'Hide Reconciled' (checked), 'Payer' (\*All Items), and 'Provider' (\*All Items). At the bottom, there is a copyright notice: 'EC2AMAZ-JK5UTVG Copyright © 2007 ViaTrack Systems LLC. All rights reserved.'

Here, you will see the following information:

- **Check Date** – Displays the checks by the available check date.
- **Post Date** – Displays the checks by the posting date.
- **Patients** – Allows you to search for a specific patient.
- **Reports** – Allows you to pull certain ERA reports. Note that not all reports will be available.

Selecting a specific check date link within the calendar will provide you with a list of the available checks for that date.

RECO	CHECK NUMBER	CHECK TYPE	CHECK DATE	POST DATE	BILLED	PAID	PROVIDER	PAYER	TYPE	
Select	<input type="checkbox"/>	000-*****	ACH	3/3/2026	2/28/2026	1517.40	104.35	AMERIPRO EMS OF SOUTH CAROLINA	BLUECROSS BLUESHIELD OF SOUTH CAROLINA	5010
Select	<input type="checkbox"/>	000-*****	ACH	3/3/2026	2/28/2026	1538.40	69.33	AMERIPRO EMS OF SOUTH CAROLINA	FEDERAL EMPLOYEE PLAN	5010
Select	<input type="checkbox"/>	000-*****	ACH	3/3/2026	2/28/2026	0.00	150.14	AMERIPRO EMS OF SOUTH CAROLINA	SC HEALTHYBLUE MEDICAID	5010

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Here, you will see the following information:

- **Check Number** – Provides you with the applicable check number(s).
- **Check Type** – Tells you how the payment was submitted.
- **Check Date** – Provides you with the date of the check.
- **Post Date** - Provides you with the date the check was posted.
- **Billed** – Tells you the total amount billed on the check (based on submitted claims).
- **Paid** – Tells you the total amount paid on the check (based on submitted claims).
- **Provider** – Shows the provider details associated with the check.
- **Payer** – Shows the payer details associated with the check.

Selecting a specific check number link will route you to the next page where you will be provided with additional options.

The screenshot shows a web application interface with a navigation bar at the top containing icons and links for 'CHECK DATE', 'POST DATE', 'PATIENTS', 'REPORTS', and 'DOWNLOAD ERA'. Below the navigation bar, the breadcrumb path '> CHECKS BY CHECK DATE > PATIENTS' is displayed. The main content area features a table with columns for 'Check Number/Date', 'Payer', 'Provider', and 'Status'. A dropdown menu for 'Status' is set to 'All Items'. To the right of the table is a search box with a 'Search' button. Below the table, there are several links: 'ERA Patient Per Page', 'ERA Patient Listing', 'ERA Patient Summary', 'ERA Text', 'Export', 'Selected ERA Per Page', and 'Unselect All'. At the bottom of the page, a copyright notice reads 'EC2AMAZ-JK5UTVG Copyright © 2007 ViaTrack Systems LLC. All rights reserved.'

From here, you can select one of the following:

- **ERA Patient Per Page** – Pulls a PDF with each patient, along with the applicable claim details, associated with the check. Each patient will be on a separate page.
- **ERA Patient Listing** – Pulls a PDF with each patient, along with the applicable claim details, associated with the check. The patients are not separated. Instead, it will be a compiled list.
- **ERA Patient Summary** – Pulls a PDF like the ERA Patient Listing, but in a summarized format.
- **ERA Text** – Pulls the ERA details in text format.



# ERA Patient Summary

ERA Patient Summary											
Electronic Reproduction ASC 005010X221A1											
BLUECROSS BLUESHIELD OF SOUTH CAROLINA											
ATLANTA GA 30321											
<b>BLUECROSS BLUESHIELD OF SOUTH CAROLINA</b>						CHECK/EFT: 00000000	CHECK DATE: 03/03/2026				
Account: 00000000 POS: 41 HIC: 000000000000 ICN: 600000000000 Provider: 0000000000000000											
Status: Reversal of Previous Payment											
PreProv	ServDate	NOS	REV	Proc/Mods	Billed	Allowed	Deduct	Coins	RC-Amt	Paid	CAS Summary
934305357	12/20/2025	1		HC:A0427:SH	-2,308.00				-2,308.00	0.00	PR 252 -2,308.00 HE N686
934305357	12/20/2025	36		HC:A0425:SH	-1,499.40				-1,499.40	0.00	PR 252 -1,499.40 HE N686
REMITTANCE SUMMARY					-3,807.40	.00	.00	.00	-3,807.40	.00	
<b>BLUECROSS BLUESHIELD OF SOUTH CAROLINA</b>						CHECK/EFT: 00000000	CHECK DATE: 03/03/2026				
Account: 00000000 POS: 41 HIC: 000000000000 ICN: 600000000000 Provider: 0000000000000000											
Status: Processed as Primary											
PreProv	ServDate	NOS	REV	Proc/Mods	Billed	Allowed	Deduct	Coins	RC-Amt	Paid	CAS Summary
934305357	12/20/2025	1		HC:A0427:SH	2,308.00	512.71	512.71		1,795.29	0.00	PR 1 512.71 PR 45 1,795.29 HE N45
934305357	12/20/2025	36		HC:A0425:SH	1,499.40	411.18	411.18		1,088.22	0.00	PR 1 411.18 PR 45 1,088.22 HE N45
REMITTANCE SUMMARY					3,807.40	923.89	923.89	.00	2,883.51	.00	
<b>BLUECROSS BLUESHIELD OF SOUTH CAROLINA</b>						CHECK/EFT: 00000000	CHECK DATE: 03/03/2026				
Account: 00000000 POS: 41 HIC: 000000000000 ICN: 600000000000 Provider: 0000000000000000											
Status: Processed as Secondary											
PreProv	ServDate	NOS	REV	Proc/Mods	Billed	Allowed	Deduct	Coins	RC-Amt	Paid	CAS Summary
934305357	01/30/2026	1		HC:A0428:HN	1,215.00	271.13			1,124.09	90.91	*OA 23 1,124.09
934305357	01/30/2026	7		HC:A0425:HN	302.40	66.11			288.96	13.44	*OA 23 288.96
REMITTANCE SUMMARY					1,517.40	337.24	.00	.00	1,413.05	104.35	
<b>REMITTANCE SUMMARY</b>											
			Billed	Allowed	Deduct	Coins	RC-Amt	PLB Adj	Paid		
Totals			1,517.40	1,261.13	923.89	.00	489.16	.00	104.35		

# ERA Text

Aukelso (denosumab-kyqq) • Document.txt Document (1).txt

File Edit View H1 [Icons] [Icons]

ELECTRONIC REMITTANCE ADVICE  
Electronic Reproduction ASC 004010X091  
BLUECROSS BLUESHIELD OF SOUTH CAROLINA  
ATLANTA GA 30321

BLUECROSS BLUESHIELD OF SOUTH CAROLINA CHECK/EFT: 00000000 CHECK DATE: 03/03/2026 Provider: 0000000000000000

Account: 00000000 POS: 41 HIC: 000000000000 ICN: 600000000000  
Status: Reversal of Previous Payment

PROVID	DSERV	NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT
COINS	RCAMT	PAID	CODE	SUMMARY			
934305357	12/20/2025	1					
HC:A0427:SH					-2,308.00		-2,308.00
0.00	PR 252				-2308.00		
934305357	12/20/2025	36					
HC:A0425:SH					-1,499.40		-1,499.40
0.00	PR 252				-1499.40		
REMITTANCE SUMMARY					-3807.40	.00	.00
SUMMARY					-3807.40	.00	.00

PR 252 -3807.40 [An attachment/other documentation is required to adjudicate this claim/service. At least one Remark Code must be provided (may be comprised of either the NCPDP Reject Reason Code, or Remittance Advice Remark Code that is not an ALERT).]  
HE N686 [Missing/incomplete/Invalid questionnaire needed to complete payment determination.]

BLUECROSS BLUESHIELD OF SOUTH CAROLINA CHECK/EFT: 00000000 CHECK DATE: 03/03/2026 Provider: 0000000000000000

Ln 1, Col 1 7,229 characters Plain text 100% Windows (CRLF) UTF-8 with BOM



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