Payment posting

Evaluation worksheet

Illustrative evaluation only. This is a synthetic workflow test plan. It is not a product screenshot, a verified QuickIntell demonstration, a payer requirement, or a customer outcome. The steps below describe evidence to request from a proposed vendor configuration.

Evaluate extraction or import, claim matching, balancing, approval, destination posting, and reconciliation using a synthetic remittance.

Evaluation record

Organization and environment:

Workflow/payer/service cohort:

Vendor and product/configuration:

Evaluator and date:

Operational owner: Posting supervisor and finance reconciliation owner

Approved data source and test environment:

Destination system and verifying owner:

Use synthetic data unless the organization has explicitly approved a suitable test dataset and handling process. Do not put patient or claim data into an unapproved public form, URL, or analytics event.

Synthetic input

Synthetic remittance DEMO-REMIT-001 with two claim references and evaluator-defined payment and adjustment amounts. Use a synthetic ledger in the test environment. Include one unmatched line and preserve the source totals as the exercise control.

Walk through the intended workflow

1. **Read the remittance.** Preserve the source file, transaction reference, amounts, and extraction/import trace.
2. **Match the lines.** Propose claim/account matches and surface ambiguous or unmatched lines.
3. **Balance and review.** Compare line and source totals; explain adjustments and route unresolved discrepancies.
4. **Approve the posting.** A permitted reviewer confirms the proposed amounts and destination before execution.
5. **Post and acknowledge.** Show the destination transaction and its receipt; detect partial or failed completion.
6. **Reconcile the ledger.** Compare the approved source with final balances and record corrections, remaining exceptions, and sign-off.

Completion and evidence

Extracted values or a generated 835-style output alone do not prove that a financial posting occurred. Completion requires an approved, acknowledged, and reconciled destination transaction.

Request an export or inspectable record containing source reference, record match, proposed action, uncertainty, reviewer decision, executed version, timestamp, acknowledgment, and final disposition. Where an item remains unresolved, record its owner and next action. The destination owner should verify the result independently of the vendor dashboard.

Evidence location / destination verifier

Exception tests

Run each case in the approved test environment. Record what happened, its evidence reference, and any unresolved owner. A proposed behavior is not a passed test.

Test	Required observation	Result / evidence reference
Unreadable or incomplete source	The unresolved value is visible; the system does not substitute a guessed amount without review.	
Ambiguous claim match	The item is routed for review and not posted to an arbitrary account.	
Partial payment or adjustment	The remaining balance and adjustment treatment are explicit and reconciled to the source.	
Duplicate remittance	Replay does not create duplicate financial postings; prior processing remains visible.	
Interrupted write or reversal	The test demonstrates detection, reconciliation, and the destination-supported correction/reversal procedure.	

Follow-up owner, next action, and evidence notes

Measures and acceptance criteria

Eligible remittances and lines; proposed and approved matches; unmatched items; review/correction minutes; duplicate detection; reconciled postings; and unresolved balance differences. Define whether rates use files, transactions, claims, or lines as their denominator.

Record your baseline period, pilot period, cohort inclusion/exclusion rules, agreed quality threshold, acceptable review burden, and outcome observation window before running the pilot. The worksheet supplies no universal target or expected improvement. Compare equivalent cohorts and preserve the time spent on exceptions and corrections.

[ ] Inputs match the intended records; missing information stays visible.

[ ] Recommendations can be traced to the supporting source.

[ ] Human approval and permission boundaries have been demonstrated.

[ ] Routine and exception cases have recorded evidence.

[ ] Destination results reconcile to approved actions.

[ ] Failure recovery and manual fallback have an accountable owner.

[ ] Metrics include denominators, exclusions, review time, and limitations.

[ ] Acceptance decision: approve limited pilot / correct and retest / stop.

Decision owner, date, conditions, and unresolved items:

Next step

Review the [payment posting offering](https://quickintell.com/products/payment-posting) and the [AI RCM vendor checklist](https://quickintell.com/ai-revenue-cycle-management/vendor-evaluation-checklist). Bring this completed worksheet to a [scoped workflow demo](https://quickintell.com/company/contact).

https://quickintell.com/products/payment-posting

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