# Add a Provider Level Adjustment Manually on an EOB

Depending on your office workflow, some users may need to enter their insurance payments and provider adjustments manually or need to make edits to the EOB after it has been posted.

> ✨ **Note**: To add a Provider Adjustment to an existing payment, go to **Payments > View** and once the payment is located, continue to step 7.

1. Select **Payment** > **Post**.

2. Fill in the option for **Insurance Payment**.

3. Click on the 🔍 icon next to **Payment By** to search for the insurance payer you received the payment from. Or click on the 📄 icon to "**Find by Claim**"

4. **Enter the check information** (e.g., Payment Amount, Received/Check Date, Deposit Date, Check/EFT Other Ref#, and Source), and then click the **Apply as EOB** button.

   > ⚠️ The Deposit Date field represents the date the check was deposited into the practice's/provider's account. This field will default to be the same as the check date but may be edited to reflect any delays to ACH processing.

5. In the **Payment** window, choose any of the options below to **Add payments for**:

   1. **Claim**: Search for any other claim you would like to associate with this EOB.

   2. **Account Debit**: This will search for debits.

   3. **Claims at <PAYER NAME>**: This will search for claims that are currently at the payer the EOB is associated with.

6. Click on the **Payment Line** to open the detailed payment information for the selected claim.

7. Locate the **Provider Adjustments** field.

8. Click the **Show Details** link to view the provider adjustment details or associate the adjustment with a claim.

   Payment - EFT from FLORIDA MEDICARE received on 03/03/2023 Edit
   Amount: $4,703.13   **Applied:** $0.00   **Provider Adjustments:** -$119.11   Show Details   **Unapplied:** $4,822.24
   Unresolved Errors: 1   **Warnings:** 0

9. Click **+Add Provider Adjustment**

10. Enter the adjustment amount, date, reason, and reference ID.

11. Click **Done**.

12. Once all amounts have been applied, click **Save Payment**.