A/R Reports

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Adjustment Reasons Report

Description: The Adjustment Reasons Report displays a list of remittance codes found in a date range where the remit code is an adjustment and the payment source is an insurance adjustment. This report shows the remittance code, remittance description, adjustment amount, charge total adjustments, patient info, claim info, charge CPT code, charge dates, and payer name. Additionally, the report shows total credit found and adjustment amount totals.

- The **Charge Total Adjustments** column of the report displays an amount representing all adjustments (patient and insurance) that have been applied to this charge; it does not account for adjustments tha have been marked 'deleted'.
- The **Adjustment Amount** column of the report shows the adjustment amount associated with the adjustment credit; it does include adjustments that have been deleted.

Limitations: Only includes insurances adjustments that are related to remittance/remittance codes.

Charge Aging Report

Description: The Charge Aging Report displays a list of claims found in a date range (0-30 , 31-60, 61-90 days) and the charge status. This report shows patient information, charge claim ID, charge entered date, charge from date, and charge CPT code. Additionally, the report shows totals for charge/debit amount and charge balance, as well as charge status and aging charges in days, expected revenue, charge net balance, and total payments and transfers.

Limitations: Does not include deleted charges. Only displays Charge Balances that are greater than $0.00

Charges Appealed at Insurance Report

Description: The Charges Appealed at Insurance Report displays a list of charges found in a date range where the charge status is Appealed at Insurance. This report shows the current payer, patient info, claim id, charge dates, charge amount, and charge balance. Additionally, the report shows totals for claims, charg

amount and charge balance.

Limitations: Does not include deleted charges and does not include debits.

Charges Due Insurance - by Aging Range Report

Description: The Charges Due Insurance - by Aging Range Report displays a list of claims found in a date range (0-30 days, 31-60 days, etc.) grouped by payer where the charge status is: *Denied at Insurance*, *Appealed at Insurance*, *Pending Insurance*, *Claim at Insurance*, *User Print and Mail to Insurance*, *or Send to Insurance via Clearinghouse*. This report shows payer information, patient information, insured information, charge dates, charge amount, charge insurance payments, charge patient payments, charge total adjustments, charge balance, and charge status all grouped by the current payer. Additionally, the report shows totals for all money fields.

Limitations: Does not include deleted charges, does not include debits, and the charge balance is greater than $0.00

Charges Due Insurance - by Date Range Report

Description: The Charges Due Insurance - by Aging Range Report displays a list of claims found in a date range (selected by dates) where the charge status is: *Denied at Insurance*, *Appealed at Insurance*, *Pending Insurance*, *Claim at Insurance*, *User Print and Mail to Insurance*, *or Send to Insurance via Clearinghouse*. This report shows payer name, payer information, charge claim id, charge from date, charge amount and charge balance all grouped by the charge's current payer. Additionally, the report shows totals for charge amount and charge balance, as well as a Totals by Payer co-display.

Limitations: Does not include deleted claims, charges. Does not include debits.

Charges Due Patient - Family Account Report

Description: The Charges Due Patient - Family Accounts Report displays a list of claims found in a date range (0-30 days, 31-60 days, etc.) where the charge status is (by default): *Paid or Balance Due Patient*. This report shows charge claim id, patient id, patient name, insured name, charge dates, charge amount, charge insurance payments, charge patient payments, charge total adjustments, and charge balance grouped by charge status. Additionally, the report shows totals for all money fields.

Limitations: Does not include deleted charges.

Important Note: In order for a patient to be considered a "Family" account, their account must be linked to

another patients account within the Patient section of the application.

Charges Due Patient - Single Accounts Report

Description: The Charges Due Patient - Single Accounts Report displays a list of claims found in a date range (by aging buckets) where the charge status is (by default): *Paid or Balance Due Patient*. This report shows charge claim id, patient id, patient name, insured name, charge CPT code, charge dates, patient last statement date, patient follow up date, patient recall date, last insurance payment, last patient payment, charge amount, charge insurance payments, charge patient payments, charge total adjustments, and charg balance grouped by charge status. Additionally, the report shows totals for all money fields.

Limitations: Does not include deleted charges or claims and insured account equals zero (non-family account).

Charges Due Patient - by Date Range Report

Description: The Charges Due Patient - by Date Range Report displays a list of patient, claims, and charges found in a date range where the charge status is (by default): *Paid or Balance Due Patient*. This report shows charge claim id, patient id, patient name, charge id, charge dates, claim follow up date, patient follow up date, patient recall date, last insurance payment, last patient payment, charge amount, charge balance. Additionally, the report shows totals for all money fields and charge ids.

Limitations: Does not include deleted charges.

Charges Pending Insurance Report

Description: The Charges Pending Insurance Report displays a list of patient, claims, and charges found in date range where the charge status is *Pending Insurance*. This report shows charge current payer, patient id patient full name, claim id, charge id, charge from date, charge amount, charge balance, claim follow up date, patient recall, patient follow up date. Additionally, the report shows totals for all money fields and charge ids.

Limitations: Does not include deleted charges.

Charges at Collection Report

Description: The Charges at Collection Report displays a list of charges that are at Collections based on charge from date, the date assigned to collections and charge collection agency. This report includes charg details such as patient, charge amount, payments, adjustments followed by charge balance, collection agency, and totals.

Limitations: Does not include debits or deleted charges.

Contract Analysis by Contract Report

Description: The Contract Analysis by Contract Report displays a list of credits found in a date ranger where the credit has a contract attached to it. This report shows contract name, credit contract id, paymen entered date, charge from date, charge CPT code, claim id, patient id, patient full name, credit contract price, payment allowed amount grouped by contract name. Additionally, the report shows totals for all money fields and has a co-display for additional details such as remittance data.

Limitations: Does not include deleted charges, deleted payments, credits where the contract id is greater than zero, and only includes credits where the payment source is Insurance.

Contract Analysis by Payer Report

Description: The Contract Analysis by Payer Report displays a list of credits found in a date range where the credit has a contract attached to it. This report shows contract name, credit contract id, payment entered date, charge from date, charge CPT code, claim id, patient id, patient full name, credit contract price, payment allowed amount grouped by payer. Additionally, the report shows totals for all money fields and has a co-display for additional details such as remittance data.

Limitations: Does not include deleted charges, deleted payments, credits where the contract id is zero, and only includes credits where the payment source is Insurance.

Denials Report

Description: The Denials Report displays a list of denials found in a date range. This report shows denial code, denial description, patient name, patient id, claim id, charge CPT code, charge amount, charge dates, provider name, provider id, facility name, facility id, payer name, and payer id. The report also shows partia

denials where the payer's processing mode wasn't set to Denied. Additionally, the report shows charge amount totals and a co-display for Totals Summary by Remittance Code, as well as Totals by Payer, and Totals by Payer Type.

Limitations: Does not include deleted charges and no debits.

Open Charges Set to Paid Report

Description: The Open Charges Set to Paid Report displays a list of charges that are set to "Paid" but still have an outstanding balance that is greater than zero. This report includes charge details such as patient information, claim information CPT code, charge balance and totals.

Limitations: Does not include debits or deleted charges.

Payments Received by Charge Date Report

Description: The Payments Received by Charge Date report displays a list of payments based on the charg from date or date entered or based on the payment entered or received date or a combination of both. For each payment the report includes payment details such as the payer, total paid, followed by information related to the charge.

Limitations: Does not include deleted payments. Only includes insurance payments.

RVU (Revenue Value Units) Report

Description: The RVU Report displays a list of RVUs found in a date range. This report shows charge CPT code, CPT short description, Work RVU, Non-Facility RVU, Facility RVU, summed charge units, summed total work RVUs, summed total non-facility RVUs, summed total facility RVUs. Additionally, the report shows totals for all RVU fields and charge units.

Limitations: Does not include deleted charges. Only includes RVUs that are greater than $0.00.

Refund / Reversal Report

Description: This Refund/Reversal Report displays a list of refunds and reversals in a payment date range. This report shows credit id, charge id, patient id, patient name, payment memo line, payment total applied, payment received date, and refund/reversal grouped by practice. Additionally, the report shows totals for total applied and a co-display for refund/reversal summary by payment received date.

Limitations: Does not include deleted payments.

Transfers Report

Description: The Transfers Report displays a list of transfer by payment date range. This report shows credit id, claim id, charge id, patient id, patient full name, payment memo line, payment total paid, and payment received date. Additionally, the report shows totals for payment total applied.

Limitations: Does not include deleted payments.

Important Note: A transfer is an account credit that is applied to a charge or debit.

Unpaid Reasons Report

Description: The Unpaid Report displays a list of unpaid remittance codes. This report shows remittance codes, count of codes used, and remittance description. Additionally, the report shows totals for the amount of remittance received, and the amount of different codes received.

Limitations: Only includes information when an unpaid reason code is used, either manually or through an ERA.
