Daily/Monthly Reports

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Claims Billed Report

Description: The Claims Billed Report displays a listing of claims that have been billed to insurance within specified date range. Information about each time claim listed is also displayed, such as the total amount of the claim and the current balance. Grand totals for claim amount billed and the total outstanding balance of all listed claims can be found at the bottom of the report. Additionally the report has a co-display that shows total claims per patient.

Limitations: Does not includes deleted claims. Only includes claims that have a primary payer.

Claims Entered Report

Description: The Claims Entered Report displays a listing of claims that have either an entered date within a specified date range or a from date within a specified date range. Information about each claim listed is also displayed, such as the total amount of the claim and the current balance. Grand totals for claim amounts and the total outstanding balance of all listed claims can be found at the bottom of the report. Additionally, the report has a co-display that shows total claims per patient.

Limitations: Does not include deleted claims.

Daily Deposit Report

Description: The Daily Deposit Report displays information surrounding all patient and insurance payments that were entered or received in a given date range. Information about the patient and payer associated with the payment, as well as the payment amount and check number (if applicable) are displayed. A grand total for the amount of all payments listed on the report can be found at the bottom.

Limitations: Does not include deleted payments and does not include refunds or reversals. This report should **not** be compared to the Daily/Monthly Insurance Payments and Adjustment Reports.

Daily Patients Seen Charge Date Report

Description: The Daily Patients Seen (Charge Date) Report displays a list of patients within charges from a specific date range. Information related to the patient such as ID number and name are displayed, as well a

a count of all charges associated with the patient for a given day. A total patient count, which represents patient visits, can be seen at the bottom of the report.

Limitations: Does not show deleted charges.

Important Note: A single patient may appear more than once on this report, as it displays a row for each date of service associated with a particular patient. This is why the total patient count at the bottom of the report should be interpreted as number of visits, rather than number of unique patients.

Daily Patients Seen Last Seen Date Report

Description: The Daily Patients Seen Last Seen Date Report displays a list of patients that were last seen in a given time frame. For each patient that appears on the report, the total amount of cash, check, credit card payments, and unapplied payments (account credits) received in a particular date range are also displayed along with the total amount o charges billed in a particular date range for this patient. Grand totals for all payments and charge information can be seen at the bottom of the report along with a total count of all patients appearing on the report.

Limitations: Does not include deleted charges or payments. Only includes patient payments and co-pays.

Important Note: The Cash, Check, and Credit Card totals for each patient represent the total amount that was paid, not the total amount that was applied to charges. For example, if a charge is $100 and the payment amount entered is $110, the amount paid would be $110 but the amount applied won't be $100 since this is the charge balance. Also, the payment totals and charge totals for each patient are only representative of the date range(s) entered on the report's filter window.

Daily/Monthly Charges and Debits Report

Description: The Daily/Monthly Charges and Debits Report displays a detailed list of all charges and debit that were either entered into the system within a given time frame or have a date of service within a given time frame. The charge and debit amounts are shown as well as information surrounding their associated patients and dates. The CPT code associated with the charges is also given. Totals of all charges and debits displayed an be found at the bottom of the report. Additionally, co-displays are available for practice, provider, primary payer, facility, office, and user.

Limitations: Does not include deleted charges or incomplete charges.

Daily/Monthly Insurance Payments/Adjustments Report

Description: The Daily/Monthly Insurance Payments/Adjustments Report displays a detailed list of all nsurance payments and adjustments entered into the system within a given time frame or received withir a given time frame. The payment and adjustment amounts are shown as well as information surrounding their associated payers, patients, and dates. The payment check number is also displayed along with the CPT code of the charge the payment or adjustment was entered for. Totals of all payments and adjustments displayed can be found at the bottom of the report. Additionally, payment and adjustments totals are also broken up by practice, provider, facility, check number, payer, office, and user in the report's co-displays.

Limitations: Does not include deleted payments or deleted adjustments. Only includes payments and adjustments that came from payers.

Daily/Monthly Patient Payments/Adjustments Report

Description: The Daily/Monthly Patient Payments/Adjustments Report displays a detailed list of all patier payments and adjustments entered into the system within a given time or received within a given time frame. The payment and adjustment amounts are shown as well as information surrounding the associatec patient and the type of payment that was made. Totals of all payments and adjustments displayed can be found at the bottom of the report. Additionally, payment and adjustment totals are also broken up by practice, provider, facility, office, and user in the report's co-displays.

Limitations: Does not include deleted payments or deleted adjustments. By default, the report only ncludes payments and adjustments that came from patients.

Daily/Monthly Payments/Adjustments from Collections

Description: The Payments/Adjustments from Collections Report displays a detailed list of all collection payments and adjustments entered into the system within a specific time or received within a given time frame. The collection agency, payment, and adjustment amounts are shown as well as information surrounding the associated patient, payment date, and the type of payment that was made. Totals of all payments and adjustments displayed can be found at the bottom of the report. Additionally, payment and adjustment totals are also broken up by practice, provider, facility, office, user, and collection agency in the report's co-displays.

Limitations: Does not include deleted payments or deleted adjustments. This report only includes payments and adjustments that are saved as Collection Agency Payments or adjustments.

Daily/Monthly Transactions Report

Description: The Daily/Monthly Transactions Report displays a list of all charges, payments, and adjustments that were either entered in a given time frame or were from (charges) and received payments/adjustments) within a given time frame. Information related to the charge, payment, and adjustment amounts are displayed along with the associated patient for each. Totals of all charge, payments, and adjustments displayed can be found at the bottom of the report.

Limitations: Does not include deleted charges or deleted payments. Does not include incomplete charges.

Important Notes: All charges shown and all payments/adjustments shown are not necessarily related to one another. That is, payments and adjustments may be included on the reports that are not related with charges included on the report. This is done as a way to show the net charge in A/R for the given time frame.

Patient Visits without Charges Report

Description: The Patient Visits without Charges Report displays a list of appointments that fall within a given time frame that have not had any charges billed for the particular patient visit they represent. The appointment's date as well as information related to the appointment's patient is displayed on the report.

Limitations: Does not include appointments that are not related to a patient visit. Does not include deleted appointments. By default, the report only includes appointments that are not set as inactive.

Important Notes: An appointment is considered to not have any charges associated with it if there are no charges found in the system for that patient with a date of service that is the same as the appointment date.

Provider Adjustment Reasons Report

Description: The Provider Adjustment Reasons Report displays a list of provider adjustments that fall within a given time frame. The report displays the adjustment reason, as well as the adjustment amount and date. The information related to the adjustment's check number and payer is also displayed on the report.

Limitations: Does not include adjustments from deleted checks. By default, the report only includes provider adjustments that are not deleted.

Daily/Monthly Expected Revenue Report

Description: The Daily/Monthly Expected Revenue Report displays a detailed list of expected revenue charges less contractual adjustments) that were either entered into the system within a given time frame or have a date of service within a given time frame. The charge amounts are shown as well as information surrounding their associated patients and dates. The CPT code associated with the charges is also given. Totals of all charges displayed can be found at the bottom of the report. Additionally, co-displays are available for practice, provider, primary payer, and primary payer type.

Limitations: Does not include deleted charges or incomplete charges.