1 - Daily Recap - Summary Report

Purpose: Prints the summary recap sheet without transaction detail and then allows you to run three optional recap reports. This report is run instead of the "Daily Recap", see chapter 8 for more information about the Daily Recap. This report posts the information just as the regular detailed recap would.

> ***Note:*** ***Review the Recap Error file carefully when using this version of the Daily Recap. That is the only way any errors found during the recap function will be reported with this report.***

Sort: The report is sorted by the order of the transactions as they were entered into the MOS.

Selection: The report selects all the transactions for the current day's activities.

Procedure: Press [1] from the "MOS Financial Reports". If you assigned a RECAP PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

The recap will select and process all records that would be processed on any normal recap. This selection will only print the summary page at the end of the recap. If any message is displayed indicating errors were found in your data, it is important that the Recap Error file be reviewed and the errors corrected.

After completion of the report the MOS Daily Recap Menu will be displayed:

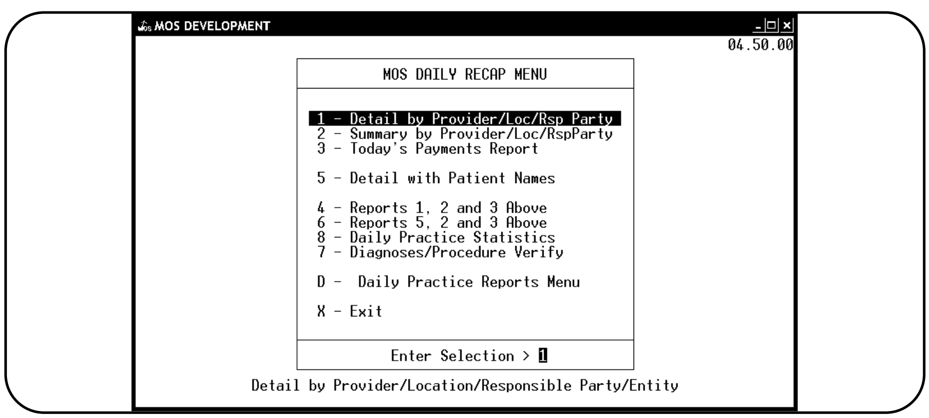


Figure 1-1:Daily Recap Menu

For more information about the DAILY RECAP MENU, see Chapter 8, "DAILY RECAP".

See Appendix C for a sample printout.

2 - Rerun Old Daily Recap

Purpose: To print a re-run of a daily recap for a specified date. The date entered must be a legitimate previous recap date. This report does not post any information and will only select information printed on a previous recap report from invoices still on file. Remember if this is older than your purge cut-off some invoices may already have been deleted.

Sort: The report is sorted by the account number, then invoice number, and then by date.

Selection: The report selects all the invoices still in the MOS that were printed on the recap date given.

> ***Note: If the recap date entered is older then your invoice purge date, information could be missing.***

Procedure: Press [2] from the "MOS Financial Reports Menu". If you assigned a RECAP PASSWORD, you will be asked to enter it at this time. The following prompt is displayed:

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

```
ENTER DATE OF RECAP TO BE RE-RUN >
```

It will be a recap containing all the information that was recapped on that date. It will be unable to distinguish between recaps run over a partial day. After completion of the report the MOS Recap/Transaction Review Menu will be displayed:

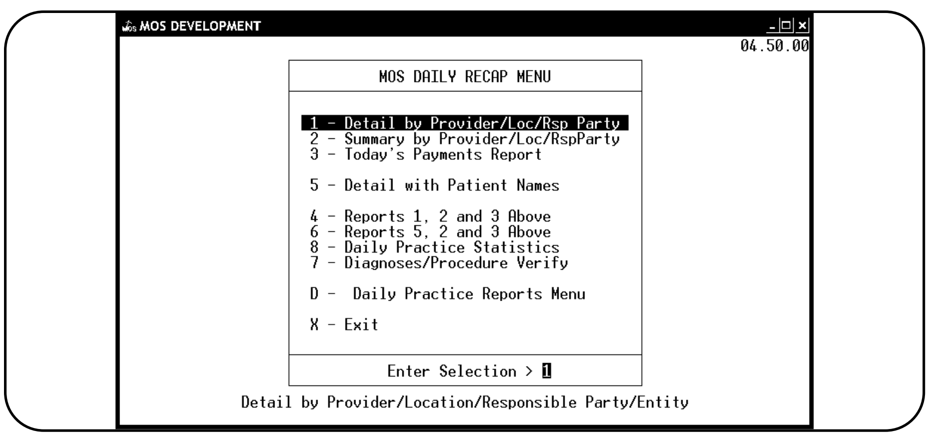


Figure 1-2:Daily Recap Menu

For more information about the MOS Daily Recap/Transaction Menu, see Chapter 8, "Daily Recap".

See Appendix C for a sample printout.

3 - Transaction Review

Purpose: Prints a detailed list of transactions. Be sure that all your Recaps have been printed to date. It is the same as the Daily Recap Report except that it will select an entire month's transactions. This can be helpful for accounting summaries that might be needed showing the month's transactions. (Note: For more information about Daily Recap Report see Chapter 8, "Daily Recap".)

Sort: The report is sorted by account number, then invoice number, and then by line number.

Selection: The report selects all the transactions printed on the recap reports for a given month.

Procedure: Press [3] from the "Financial Reports Menu". Enter the FINANCIAL PASSWORD, if one has been assigned in the MOS.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination. This report especially might be a good one to write to the Digital Storage option. A name is supplied for the report and it can be saved on the hard drive or copied to a CD ROM for storage.

Then the following questions will be displayed:

```
Select by Date Range or YEAR/MONTH
                [D]ate Range    [Y]ear   >
```

Select by YEAR/MONTH Press [Y] to select the month and year.

```
ENTER YEAR TO REVIEW OR press [ENTER] for 95 >
```

```
ENTER MONTH TO REVIEW OR Press [ENTER] for all >
```

Select by Date Range Press D to select the transactions by a range of dates. The following prompts will be displayed:

```
Start Date (MM/DD/YY) > 01/01/03
```

The default date supplied with be the beginning of the current year. Change it if you wish.

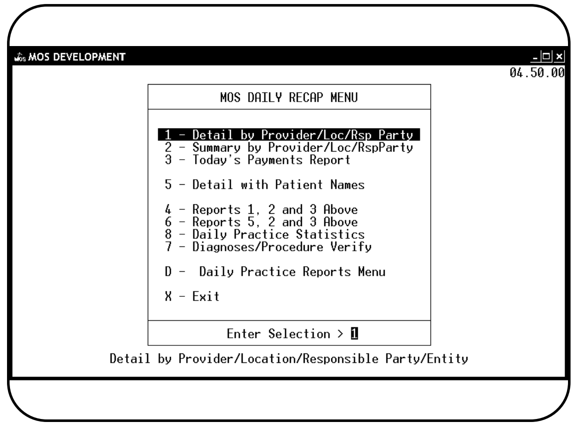
```
End Date (MM/DD/YY) 02/26/03
```

The closing date supplied will be today's date. Change it as you wish.

A prompt has been added to indicate the selection that was made so it can be verified before printing a long report.

```
Selecting Based on Recap Year: 98
   REDO Responses? [Y]es  [N]o   [X]-Exit
```

Press ENTER or N to continue with the report. Press X to exit without selecting the data. Press Y to repeat the date selections.



When the report is completed the "MOS Recap/Transaction Review Menu" will be displayed:

These report options are the same as the Daily Recap Menu options except the transaction are for the entire month selected. Other reports can be printed also based on this selection once the transaction review has been processed. For more information about the report options see Chapter 8, "Daily Recap".

See Appendix C for a sample printout.

4 - W/C by Employer Report (Workers' Compensation)

Purpose: Prints a list of workers' compensation patients.

Sort: The report is sorted by the Employer ID.,then by account number.

Selection: The report selects all the patients with employment related invoices. The workers' compensation carrier need not be responsible for payment.

Paper: Sent to default printer for 80-column report which will fit on 8.5" paper.

Procedure: Press 4 from the "Financial Reports Menu".

```
Change Printer Selection? (Y/N)  >
```

Press Y to change the printer destination.

See Appendix C for a sample printout.

5 - Invoices on HOLD

Purpose: Print a list of all invoices on hold.

Sort: The Report is sorted by account number and then by invoice number.

Selection: The report selects all the invoices on hold, that includes invoices for patients on hold. This will also print any invoices that have been held for delay assignment for the location or carrier. This type of claim hold will be released at some point in time automatically.

Paper: Sent to default printer for 80-column report which will fit on 8.5" paper.

Procedure: Press [5] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

See Appendix C for a sample printout.

6 - Invoices in COLLECTIONS

Purpose: Print a list of all invoices in collection.

Sort: The report is sorted by the provider and then by the responsible party codes. There is a page break for each provider with subtotals for the responsible parties.

Selection: The report selects all the invoices in collection.

Paper: Sent to default printer for 100 column report with special printer code 13 for 16.7 pitch printing. This should allow the report to print on 8.5" paper. If your printer is not capable of printing this small, you will require 15" paper to print this report.

Procedure: Press [6] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination. A new prompt for a SINCE DATE:

```
SINCE DATE: (mm/dd/yy) (Blank for ALL) >
```

Leave this option blank if you want all invoices in collection to print. Enter a date if you want only the items put in collection since the date entered. The date will be included in the list. Use this option if you need to send a list of new claims to a collection agency once a month and only want to list claims that have been added to the collection list since that date.

A prompt has been added to allow additional information to be printed.

```
Add Information for Collection Agency? (Y/N)  >
```

Press [Y] to include information such as SS#, Home and Work Phone. This will provide a more complete list if information for a collection agency to use to try to collect this information.

See Appendix C for a sample printout.

7 - Credit Balance Invoices

Purpose: Print a list of all invoices with a credit balance.

Sort: The report is sorted by the provider and then by the responsible party codes. There is a page break for each provider with subtotals for the responsible parties.

Selection: The report selects all the invoices with a credit balance.

Paper: Sent to default printer for 92 column report with special printer code 12 for 12 pitch printing. This should allow the report to print on 8.5" paper. If your printer is not capable of printing this small, you will require 15" paper to print this report.

Procedure: Press 7 from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press Y to change the printer destination.

See Appendix C for a sample printout.

8 - A/R Report (Accounts Receivable)

Purpose: Prints a detailed list of information about money owed to you.

Sort: The report is sorted by the type of transaction (payment, write off, etc...) then by type of money (check, cash etc...).

Selection: The report selects the records from a series of questions and menu options. Please refer to the procedure section of this report.

Paper: Sent to default printer for 100 column report with special printer code 13 for 16.7 pitch printing. This should allow the report to print on 8.5" paper. If your printer is not capable of printing this small, you will require 15" paper to print this report.

Procedure: Press [8] from the "Financial Reports Menu". Enter the FINANCIAL PASSWORD, if one has been assigned.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination. Then answer each question as it is displayed. Highlight the provider and press [ENTER] to select. Highlight "ALL PROVIDERS" and press [ENTER] to select all. Then indicate the other parameters required.

```
ALL PROVIDERS
1    - Vicki Henry
11  - Dennis Spanish
12  - John Candy
```

```
Report INVOICES ASSIGNED TO INSURANCE, PATIENT OR BOTH? >B
```

Default answer is **B**oth. If the answer is B or P, continue to Report Due or Expected. If your response is Insurance, then a prompt requests the carrier ID.

```
ENTER INSURANCE COMPANY CODE ([ENTER] FOR ALL) >
```

Enter an insurance company code or press [ENTER] to get options to select by category.

The slide box displays the various types of carriers. Highlight "A-ALL TYPES" to select all carriers or slide to the correct one and press [ENTER]. Then continue to the subheading "Report Due or Expected".

```
A/R REPORT

A-ALL TYPES        6-CHAMPUS
1-MEDICARE         7-COMMERCIAL
2-MEDICAID         8-HMO
3-BLUE SHIELD      9-MEDIGAP
4-BLUE CROSS       W-WORKERS' COMP
5-NO FAULT

REPORT RUNNING FOR: ALL PROVIDERS

CHOOSE AN INSURANCE COMPANY TYPE
```

Report Due or Expected

```
REPORT TOTAL DUE or TOTAL EXPECTED?   >D
```

Default answer is **D**ue. Then enter the minimum amount to report.

```
ENTER MINIMUM AMOUNT TO REPORT >
```

If your answer is greater than zero, the credit balance question is omitted.

If you leave this blank or type “0" this prompt is displayed:

```
Report Credit Balance Invoices?   N
```

Default answer is “N”o for omit credit balance invoices. Then you must indicate arrangement of report so the following list at the right appears.

The arrangement you select identify the page break information. If you arrange your report by provider the A/R will be printed with a page break between providers and totals for each provider.

```
A/R REPORT

A/R ARRANGEMENT MENU

    ARRANGE
 1 - BY PROVIDER
 2 - BY LOCATION
 3 - BY RESP PARTY

 X - Exit

Enter Selection > 1
```

Figure 1-5:A/R Arrangement

Then select the sort you would like on the page using the sort menu. The report can be sorted by patient name, account ID, Invoice number, Invoice Balance or it can just print a summary without detail.

```
A/R REPORT

A/R REPORT SORT MENU

    SORT
1 - BY PATIENT'S NAME
2 - BY ACCOUNT I.D.
3 - BY INVOICE NUMBER
4 - A/R SUMMARY ONLY
5 - BY INVOICE BALANCE

X - Exit

Enter Selection > 1
```

Figure 1-6:A/R Sort Menu

And finally indicate the selection for this A/R report. Your total A/R is printed when you select the ALL OPEN INVOICES choice. If you select “IN COLLECTION” or “ON HOLD” the report will generate with no further questions. Otherwise, a final question is offered for other report selections.

```
A/R REPORT

A/R REPORT SELECTION MENU

    SELECT
1 - ALL OPEN INVOICES
2 - OVER 30 DAYS OLD
3 - OVER 60 DAYS OLD
4 - OVER 90 DAYS OLD
5 - OVER 120 DAYS OLD
6 - IN COLLECTIONS
7 - IN HOLD STATUS

X - Exit

Enter Selection > 1
```

Figure 1-7:A/R Selections

```
Exclude Invoices on HOLD or in COLLECTION? (Y/N)  > Y
```

See Appendix C for a sample printout.

I - A/R Report / By Invoice Date

AGING NOTES: This aging is calculated from the Last Date of service on the claim. This does not adjust for changes in Billing Party during the span of the claim. The normal A/R report(s) will age based on requests for payment from a particular billing party. Changing the Billing Party, also resets the age to current and increments from there each time payment is requested. Patient Aging requires at least 21 days to pass before the invoice will age. Insurance aging will calculate each time the claim is submitted. If you have set zero age to "Y" for a patient then when a payment is made the age is reset to current for that invoice.

Purpose: Prints a detailed list of information about money owed to you. This report will age based on the invoice date and is only to be used if a day to day aged receivable is necessary. The other financial reports will only age an invoice after at least 20 days have passed and it has been submitted again for payment to the carrier or patient. THESE TWO METHODS PRODUCE VERY DIFFERENT RESULTS. However, the total dollars in receivables should be the same.

Sort: The report is sorted by the type of transaction (payment, write off, etc...) then by type of money (check, cash etc...).

Selection: The report selects the records from a series of questions and menu options. Please refer to the procedure section of this report.

Paper: Sent to default printer for 100 column report with special printer code 13 for 16.7 pitch printing. This should allow the report to print on 8.5" paper. If your printer is not capable of printing this small, you will require 15" paper to print this report.

The selections are similar to the A/R report listed prior to this. This report will age to 150 days by actual date match against the invoice date.

H - Patient Balance List

Purpose: Print a list of patients with a patient balance. The report also lists outstanding insurance balances by responsible party.

Sort: The report is sorted by the patient last name.

Selection: The report selects all patients or only patients with an insurance balance or a patient balance.

Paper: Sent to default printer for 92 column report with special printer code 12 for 12 pitch printing. This should allow the report to print on 8.5" paper. If your printer is not capable of printing this small, you will require 15" paper to print this report.

Procedure: Press [H] from the "Financial Reports Menu". A FINANCIAL Password is required to print this report.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

```
Select [A]ll, [B]alance Due, [X] - To Cancel Report  >
```

Press [A] to print all patients. Press [B] to only select patients that have an insurance balance or patient balance. Credit balances are not considered balances. Aging is not considered.

See Appendix C for a sample printout.

J - Daily Recap - Select Posting Date

Purpose: Prints the complete recap report just as it would if run from 2 - Daily Recap on the Main menu and then allows you to run optional recap reports. This report is run instead of the "Daily Recap", see chapter 8 for more information about the Daily Recap.

Allows a RECAP DATE to be supplied by the user and will post all selected data based on that recap date. This option will only work if the Authorized Users are activated.

This report posts the information just as the regular detailed recap would.

Sort: The report is sorted by the order of the transactions as they were entered into the MOS.

Selection: The report selects all the transactions for the current day's activities.

Procedure: Press J from the "MOS Financial Reports". If you assigned a RECAP PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press Y to change the printer destination.

```
Enter RECAP POSTING DATE: ( ENTER for 09/26/2001) >
```

Press ENTER to use the displayed date or type any date up to 14 days before the date displayed. The recap will select and process all records that would be processed on any normal recap. This selection will only print the summary page at the end of the recap. If any message is displayed indicating errors were found in your data, it is important that the Recap Error file be reviewed and the errors corrected.

After completion of the report the MOS Daily Recap Menu will be displayed. For more information about the DAILY RECAP MENU, see Chapter 8, "DAILY RECAP".

See Appendix C for a sample printout.

K - Daily Recap - Sum-Select Date

Purpose:

Prints the summary recap sheet without transaction detail and then allows you to run optional recap reports. This report is run instead of the "Daily Recap", see chapter 8 for more information about the Daily Recap.

Allows a RECAP DATE to be supplied by the user and will post all selected data based on that recap date. This option will only work if the Authorized Users are activated.

This report posts the information just as the regular detailed recap would.

Note: ***Review the Recap Error file carefully when using this version of the Daily Recap. That is the only way any errors found during the recap function will be reported with this report.***

Sort:

The report is sorted by the order of the transactions as they were entered into the MOS.

Selection:

The report selects all the transactions for the current day's activities.

Procedure:

Press K from the "MOS Financial Reports". If you assigned a RECAP PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press Y to change the printer destination.

```
Enter RECAP POSTING DATE: ( ENTER for 09/26/2001) >
```

Press ENTER to use the displayed date or type any date up to 14 days before the date displayed. The recap will select and process all records that would be processed on any normal recap. This selection will only print the summary page at the end of the recap. If any message is displayed indicating errors were found in your data, it is important that the Recap Error file be reviewed and the errors corrected.

After completion of the report the MOS Daily Recap Menu will be displayed. For more information about the DAILY RECAP MENU, see Chapter 8, "DAILY RECAP".

See Appendix C for a sample printout.

9 - A/R Report with Phone Numbers

Purpose: Prints a detailed list of information about money owed to you and your cash flow with phone numbers used for follow-up calls.

Sort: The report is sorted by the Provider ID, then account number and then by invoice number.

Selection: The report selects the records from a series of questions and menu options. Please refer to the procedure section of this report.

Paper: Sent to default printer for 145 column report with special printer code 13 for 16.7 pitch printing. This will only print on 15" paper.

Procedure: Press [9] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will have to enter it at this time. Then refer to the A/R Report for the selection and sort options.

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

THIS REPORT USES THE SAME PROMPTS AS THE A/R REPORT DISCUSSED PREVIOUSLY.

See Appendix C for a sample printout.

A - Special Daily Summary

Purpose: Daily summary of practice activity such as number of appointments, missed appointments, new patients, and total summary of A/R activity for a given day. This report is also listed on the Daily Practice Reports Menu.

Sort: None.

Selection: The report selects one given day's activities.

Paper: This report prints on 8.5" by 11" paper with no special printer codes.

Procedure: Press [A] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time. Then the following question will be displayed:

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

```
Date of Service for Special Summary (MM/DD/YY) > 10/07/97
```

Enter the date in the format MM/DD/YY. A second chance prompt is displayed. Press [ENTER] or [N] to create the report. Press [X] to cancel the report.

```
Service Date Summary for: 01/28/98
    Redo Date Selection? [Y]  [N]  [X]
```

Press [N] or [ENTER] to select the report. Press [Y] to redo the date selection. Press [X] to exit the report and return to the menu.

See Appendix C for a sample printout.

B - Activity Overview Graph

Purpose: Activity overview graphs are important management tools. Use them to see who in your practice has brought in the most business, who has the largest number of outstanding bills, what location is most active, and so on. Graphs, which report all information for the year up to the most recent monthly recap, can be either printed or displayed on the screen. This chapter describes your options.

Sort: None

Selection: Varied. See following instructions.

Procedure:

1. Press [B] on the reports menu. If you assigned a FINANCIAL PASSWORD, you will have to enter it at this time. The next prompt is:

```
PRINT GRAPHS?  > N
```

Type [Y] to print the graph, [N] to display it on the screen. The default is answer is "N" if the response is [ENTER] .

2. The next prompt is:

```
ENTER YEAR TO GRAPH > 1997
```

Type the 4 digit year to be analyzed. The default is the current year.

This prompt is displayed:

```
SCALE: Self or ALL  >  S
```

Do you want a graph that shows how well the practice is doing overall press [A], or how well a particular entity is doing press [S]? The default is "S".

3. The next prompt asks if you want the graph to be organized by provider, location, or responsible party.

```
Provider, Location, Resp party, Entity,  reStart, or eXit? >
```

Press [P] to sort the report by providers, press [L] to sort the report by location, press [E] to sort the report by Entity, or press [R] to sort the report by responsible party (billing party). You can also press [S] to restart the operation from "Print Graphs?" or [X] to exit.

4. Next, you're for the entity to be displayed. If you requested the report by provider you will be asked for an individual provider or all providers. Likewise with the locations or responsible parties graphs.

```
ENTER: LOCATION I.D. or [ENTER]  FOR ALL LOCATIONS >
```

5. Next you're asked what should be charted.

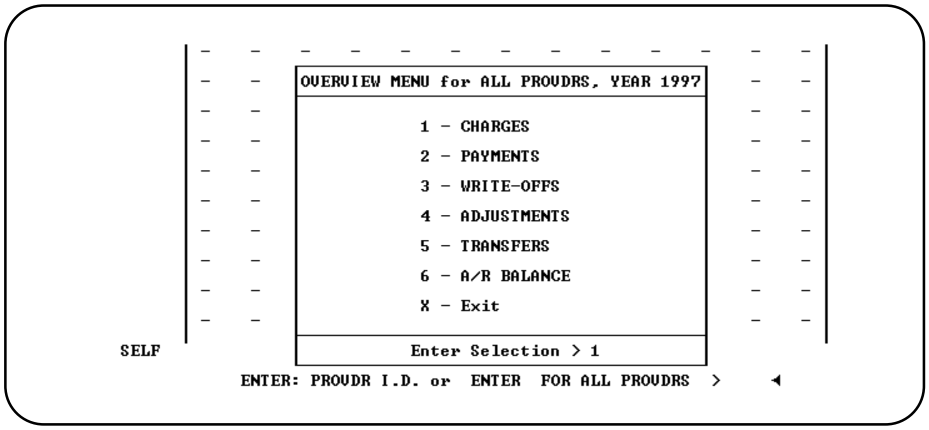


Figure 1-8:Overview Menu for YTD Graphs

The graph is either displayed or printed. Dollar amounts be displayed on the vertical axis, months on the horizontal. At the bottom, the program lists the graph's title, year, and totals to date. If you selected self only that entity is displayed, if you selected all then a stack of asterisks indicates how well the entity did against the whole. A percentage is shown at the top of the bar to show how well the entity did in a percentage.

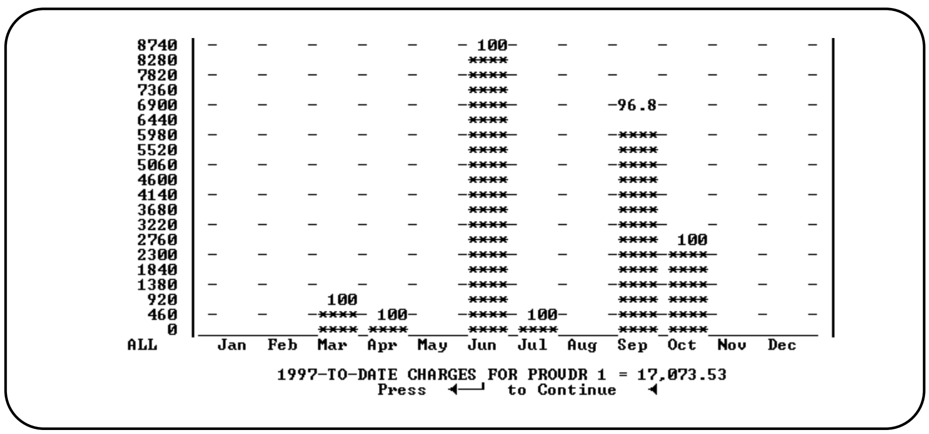


Figure 1-9:Payments for Provider 1 compared to ALL

If you displayed the graph, press ENTER to exit; you're returned to step 5.

6. If you printed it, you're automatically returned to step 4, so you can then look at another graph or exit from the program.

See Appendix C for a sample printout.

C - Year-to-Date Summary

Purpose: Prints a report comparing charges, payments, write-offs, and transfers for a given year and the year prior with monthly totals.

Sort: The report is sorted by the month.

Selection: Financial transactions for a given year, then select by provider, location or Responsible carrier.

Paper: Sent to default printer for an 92-column report with special printer codes for 12 pitch and emphasized on and off for the totals line.

Procedure: Press [C] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time. Then the following questions will be displayed:

```
Change Printer Selection? (Y/N) >
```

Press [Y] to change the printer destination.

```
ENTER YEAR TO SELECT >
```

Enter the year you wish selected. The prior year will also be listed. The current year is the default answer. Then you must select the organization of the report.

```
ALL BY PROVIDER
Provider
Location
Responsible Party
Entity
```

Highlight the selection. If you press [ENTER] all the providers' transactions will be selected and the report will start to select and sort the records and then print.

Depending on which choice you selected (P, L, R or E) one of the following questions will be displayed:

```
ENTER PROVIDER CODE ([ENTER]) for ALL >
```

Press [ENTER] to select all the providers or enter the provider you wish summarized.

Or

```
ENTER LOCATION CODE ([ENTER]) for ALL >
```

Press [ENTER] to select all the locations or enter the location you wish summarized.

Or

```
ENTER RESPONSIBLE PARTY CODE ([ENTER] ) for ALL >
```

Press [ENTER] to select all the responsible parties or enter the responsible party that should be summarized. Remember that this indicates the carrier responsible for payment.

Or

```
ENTER ENTITY CODE ([ENTER] ) for ALL >
```

Enter the correct Entity Code or press [ENTER] to select all entities and sort by Entity. After answering the last question the report will start to select and sort the and then print.

D - A/R Worksheet

Purpose: Prints a report sorted by responsible party with all the information needed to talk to an insurance agent or patient about an unpaid invoice with an area to add comments. A responsible party is the insurance carrier, workers compensation carrier, or Send Statements TO for PT responsible claims.

Sort: The report is sorted by the insurance company name and then by the patient's name.

Selection: Invoices open for certain number of days or invoices in collection or on hold. See the A/R Report Selection Menu in the Procedure section. This will select Insurance responsible or Patient responsible claims.

Paper: Sent to the default printer this report will print a 132 column report with a special printer code 13 for 16.7 pitch report. This will print this report on 8.5" paper. If your printer is not capable of printing this small you may need 15" paper to print this report.

Procedure: Press [D] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time. Then the following questions will be displayed:

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

Highlight the provider and press [ENTER] to select. Highlight "ALL PROVIDERS" and press [ENTER] to select all. Then indicate the other parameters required.

```
ALL PROVIDERS
1    - Vicki Henry
11   - Dennis Spanish
12   - John Candy
```

Then select a single responsible billing party.

```
ENTER: RESPONSIBLE BILLING PARTY or Press [ENTER] for ALL >
```

Blank for all claims that are not PT responsible (Patient Responsible). Run the report and enter PT to get all the patient claims, sorted and totaled by the "Send Statements TO" party.

Then indicate if you would like to exclude any carriers, such as Medicare or Medicaid.

```
Exclude Any Carriers(s)? >
```

This only affects the case where the responsible party was not PT.

Press [Y] to enter carriers to be excluded. Press [N] if all carriers should be listed.

```
Carrier to be Excluded: (Leave BLANK to end)
```

Enter each carrier code to be excluded. They will appear at the bottom of the screen as they are listed. Finally press [ENTER] to continue to the A/R Report Selection Menu will be displayed:

Press [X] to exit the report or the number that corresponds with your menu choice.

```
A/R REPORT SELECTION MENU

    SELECT
1 - ALL OPEN INVOICES
2 - OVER 30 DAYS OLD
3 - OVER 60 DAYS OLD
4 - OVER 90 DAYS OLD
5 - OVER 120 DAYS OLD
6 - IN COLLECTIONS
7 - IN HOLD STATUS

X - Exit
```

See Appendix C for a sample printout.

E - Write-Off Overdue Invoice Report

Purpose: Prints a report of overdue invoice for a minimum billing age given for a given responsible party. You can include invoices on hold and in collection. The process also allows the user to write-off any invoice selected as the report is run, to help clean up old invoices. A prompt allows the report only function to be activated at any time. Use this option periodically to write-off old balances that you will be unable to collect on in the future. These invoices can then be purged to make room for new items. This will also keep your financial status more accurate. If the A/R balance includes a lot of invoices that are not collectable, it will give you a false idea of your net worth and actual cash flow potential.

Sort: The report is sorted by the responsible party and then by the invoice number.

Selection: Selects invoices that are overdue. You are asked if you would like to include invoices in collection or on hold.

Paper: Print to the default printer an 80-column report that will fit on 8.5" paper.

Procedure: Press [E] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time. Then the following questions will be displayed

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

```
Enter Minimum BILLING AGE to Report

Current  - 30 days
30 days  - 59 days
60 days  - 89 days
90 days or older
```

Highlight the age of the invoices that should be selected and press [ENTER].

```
Enter RSP Code or Press [ENTER] for ALL >
```

Press [ENTER] to select all responsible parties. Remember that shows the carrier responsible.

```
Report Invoices being HELD > N
```

Press [Y] [ENTER] for yes or [ENTER] for no.

```
Report Invoices in COLLECTIONS?  > N
```

Press [Y] [ENTER] for yes or [ENTER] for no.

The next display will summarize your selection criteria. Check that the selection is correct and press ENTER to continue.

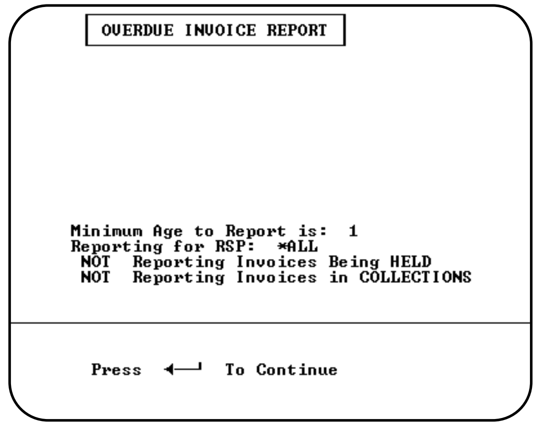


Figure 1-11:Write-Off Overdue Invoices

The next screen shows the first invoice

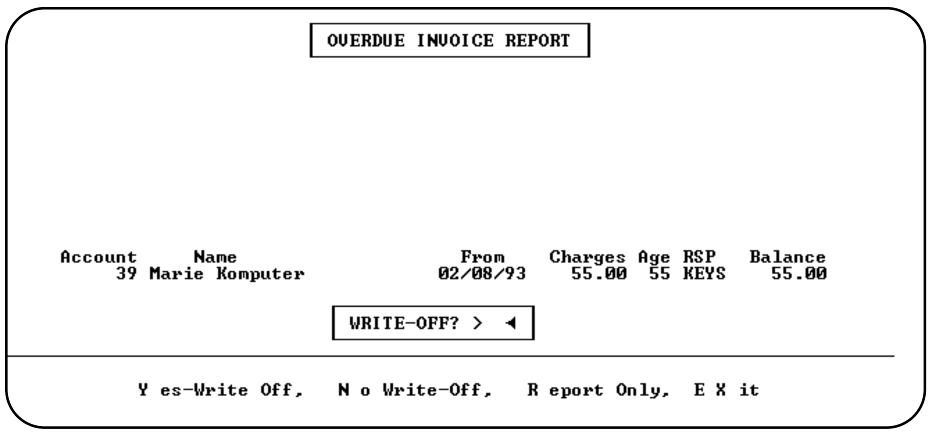


Figure 1-12:Invoice Option for Write-Off function

that meets your criteria. Press Y to write-off the invoice and get the next. Press N or ENTER to get the next invoice. Press R to print all the invoices with no write-off or press X to cancel the report. Each transaction is listed on the report that prints at the end of the function.

See Appendix C for a sample printout.

F - Payment Report

Purpose: Prints a report of money transactions between two given dates.

Sort: The report is sorted by the payment type (cash, check, write-offs etc . . .) and then by the patient's name.

Selection: Money transactions between two given recap or transaction dates. The adjustments can be excluded and the list will only include the money that was actually collected. If the adjustments are included, the resulting report will match the payment report printed after a recap.

Paper: Sent to default printer this report will print 80 columns with no special printer codes. This should fit nicely on 8.5" paper.

Procedure: Press F from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time.

```
Change Printer Selection? (Y/N)  >
```

Press Y to change the printer destination. Then the following questions will be displayed:

```
Select: Recap Date or Transaction Date?   R
```

Indicate if the date range should select by the **R**ecap date or the Transaction date.

```
INCLUDE: Adjusted Payments ?  (Y/N) > N
```

Indicate if the report should include adjusted payments and the adjustments. Press Y to include adjustments. The default is "N"o.

```
ENTER: FROM DATE OF PAYMENT REPORT (MM/DD/YY) >
```

A FROM date must be entered. Then answer the following prompt:

```
ENTER: TO DATE OF REPORT >
```

If no TO DATE is given the FROM DATE is used to select only one date. After answering the questions the report will be generated.

Then a subtotal option allow the report to be sorted and subtotaled by location. Press Y to add this sort to the report. The default answer is N.

```
Sort and Total by Location / Responsible Party / None (L/R/N) >
```

Responsible Party or Location will allow a report that will sort and subtotal for each Location or Responsible party (Party who paid the payment).

See Appendix C for a sample printout.

G - Print Daily Recap to Video

Purpose: Prints a Daily Recap to the Video display.

Sort: The report the same as it would on paper.

Selection: This will select all transactions since the last recap or all today's transactions if you have indicated this option on the practice setup.

Paper: No paper is used.

Procedure: Press G from the "Financial Reports Menu". If you assigned a RECAP PASSWORD, you will be asked to enter it at this time. Then the following questions will be displayed:

T - Summary Procedure Payment Report

Note: Payments and write offs must be applied to each charge line to analysis your income in this manner.

Purpose: Print an analysis of the charges, payments, write-offs and refunds made by procedure. This report will only give accurate data if the payments and write-offs are entered by line items. In other words, a payment and write-off must be applied to each charge individually.

Sort: This report is sorted by procedure code.

Selection: One or all providers can be selected. One or all Referring Providers can be selected. One or all procedures can be selected. Also only invoices paid in full or all invoices may be selected. A date range is required which will select charges and payments posted against them based on the date of service of the charge. When selecting all charges, remember that payments and write-offs may not yet have been received for those charges. The best date range might be one older than 60 days to have collected most payments. Since you may collect payments and do write-offs at any time, reports run for any particular time might change. This report is not an accounting report, it is intended to help determine if procedures are profitable.

Paper: Sent to default printer this report will print 115 columns with printer code for condensed print size so the report will print on 8.5" wide paper if your printer supports this size print, otherwise it will require 15 inch paper.

Procedure: Press [G] from the "Financial Reports Menu". If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time. Then the following questions will be displayed:

```
Change Printer Selection? (Y/N)  >
```

Press [Y] to change the printer destination.

Highlight the correct provider and press [ENTER]. This option selects based on the provider listed on the invoice.

```
ALL PROVIDERS
1   - Vicki Henry
11  - Dennis Spanish
12   - John Candy
```

Then the next prompt is displayed:

```
Enter Selected Procedure Code:  ([ENTER]  for ALL)
```

Enter one procedure code, if only one should be selected. If this is left blank, all procedures will be selected.

```
Select on Referring Provider: ([ENTER]  for ALL)
```

Enter a code for the referring provider. This will limit the invoices selected to ones that have the referring provider that you have listed.

The next prompt will request the data range

```
Starting Date: (01/01/98) >
```

Supply the starting date or press [ENTER] to use beginning of the current year. This selects based on the date of service of the charge. Then a prompt for the ending date will be displayed.

```
Ending Date: (mm/dd/yy) [ENTER]  for 01/28/98 >
```

Enter the ending date. Today's Date is the default ending date supplied.

```
ONLY Select INVOICES with a Zero Balance? (Y/N) >
```

Enter [Y] to omit invoices with outstanding balances. This will allow you to include invoices with partial payments, but will affect the ratio that will tell you if the procedure is profitable

The report will then select and print. Then a last chance box is displayed to recap what you selected.

```
ALL PROVIDERS All Procedures,
Procedures done between 01/01/98 and 01/28/98
                    Redo? [Y] [N] [X] -Exit
```

Verify the information and press [ENTER] or [N] to create the report. Press [Y] to repeat the selections. Press [X] to exit to the menu without printing.

See Appendix C for a sample printout.