

Medical Office System

Chapter 8: Daily Recap

This chapter discusses

- Daily Recap function and data check.
- Accounting Reports to balance your daily receipts.
- Daily Practice Reports Menu with new Practice reports to manage your daily practice functions.

Daily Recap does these functions:

1. The Daily Recap posts all charges and payments to the month-to-date summary file;
2. The Daily Recap creates a detailed report of all transactions -- charges, payments, adjustments -- that have occurred since the last time the operation was run;
3. The Daily Recap checks appointment dates against charges, to see who missed appointments.
4. Verifies some critical data for completeness and validity and writes an error log to track problems so they can be fixed, before insurance forms are printed.

You should run a daily recap at the end of each day so that you can easily reconcile total charges and cash receipts with your deposits. If you miss a day, however, the program will process all un-posted records -- the records from earlier days plus today's -- using the current recap date.

The daily recap operation includes the daily recap report plus three other optional management reports. To post the day's transactions, it is only necessary to run the first report.

How to Run Daily Recap Reports

Running a daily recap is easy. If your computer does not have a spooler (a file in which printouts are held until the printer is ready to accept them), be sure your printer is turned on and on-line.

Press **[2]**, Daily Recap, at the "MOS Main Menu." If you assigned a RECAP PASSWORD, you will be asked to enter the password at this time. If you are unable to enter the password, the report will be canceled. Once the password is supplied, the system will print the daily recap. Following the recap another menu is display that will allow you to run additional reports based on the daily recap information.

A summary form of the Daily Recap is also available on the Financial Reports Menu. It will display the same subsequent options, but does not print such a detailed initial report.

Daily Recap Report

Purpose

This report lists all charges, payments, write-offs, adjustments, transfers, and change in accounts receivable since the last daily recap, for each active account. While generating the data for the report, the Medical Office System also posts information on providers, locations, responsible parties, diagnoses and procedure to the month-to-date and year-to-date files. This also will add records to the diagnoses and procedure history files. Any critical errors found are posted to the Recap Errors file to be sure they are noted.

Selection

A daily recap can be printed more than once a day without creating duplicate posting transactions. For example, if a recap is printed at noon, it reports the morning's activity. If it is printed again at 5:00 p.m., it reports both the mornings' and afternoons' work, but posts only the afternoons' work.

Note: *This feature can be changed so that activities printed on a daily recap will NOT appear on a recap printed later in that day. See Chapter 5, Setting up the Practice file.*

Sort

Usually by patient name, if you use the sign-in number, the report will be sorted by sign-in number then by patient name. This will create the report in the order the patient's signed in to make it easier to check that all claims have been entered.

Paper

Report will print on the default printer with 8.5" paper. The report is 85 column and has no special printer control codes.

Posted to Date:

This will allow a Recap Date to be assigned to the data that is entered by the user. This feature is tied to the Authorized User Default Date. When using the Authorized User,(2) setting, it is possible to have a user work on a date different than today's date when entering transactions. This can allow a billing service or a practice with many data entry people to easily enter transactions from different days at the same time. Then when the recap is run, a Recap Date is entered by the User to allow the transactions collected to be posted to the Summary and Utilization files based on the recap date supplied.

WARNING: *ALL NEW TRANSACTIONS are still selected and posted for the current practice. But each practice may be working on a different recap date, at the same time. This should eliminate the need to change the system date of the computer to try to allow for this.*

If you have entered transactions for the current practice that have dates from 9/15/01 to 10/5/01, for example, and you select a Recap Date of 9/30/01 then all the money will be posted to September 2001 for YTD totals and Utilization Reports for Diagnosis and Procedures. If you enter a Recap Date of 10/01/01 then all the money on the Recap will be posted to October 2001 for that recap. Currently the System Date on the computer is used to determine the correct posting month for a recap.

This new feature will allow systems that have more than one practice to let each practice select the correct date for the transactions last entered. So Practice A could be just finishing September 2001 and run a recap dated 9/30/01, and Practice B could be working on October 2001 and be running recaps for 10/5/01 on the same day.

Special Functions

Some error checking is done during the recap to warn if data problems might cause insurance forms or statements to have difficulty.

If any problems were noted, a message appears at the end of the Daily Recap that says:

ERROR FOUND... PLEASE CHECK LISTING

Press  to Continue

These errors are posted to the new file called "Recap Errors". This file can be reviewed from the Support File Maintenance Menu prompt "E - Display Recap Errors". They are stored until deleted individually from this file. On the recap menu, a new report option called "F - Print Recap Error Report" is also available. This option is also included on the "Daily Practice Reports Menu".

If you see this message, check the recap carefully for any error messages. The things that are checked are:

1. INV BAL does not match TRANS BAL - sum of transactions does not equal invoice balance. Use "Check Balances" From Patient Utility Menu to correct this problem.
2. INVALID PROCEDURE CODE - procedure code for this invoice is not on file. Correct procedure code for this invoice or add procedure to the support file.
3. INVALID DIAGNOSIS CODE - diagnosis code for this invoice is not on file. Correct diagnosis code for this invoice or add to the support file.
4. ERROR ON PAT BALANCE - patient balance incorrect, check all invoices.
ERROR ON INS BALANCE - insurance balance incorrect, check all invoices. Use "Check Balances" From Patient Utility Menu to correct these problems.
5. ACCT MISSING RESPONSIBLE PARTY - responsible party is not on file. Check the insurance screen for missing or incorrect responsible parties.
6. ACCT MISSING PAT RESP PARTY - patient responsible party is not on file. Check the insurance screen for missing or incorrect patient responsible party.
7. CHECK INSURANCE CARRIER - billing party is not one of the 4 listed for this patient. Check that the carrier marked as responsible for this invoice is one of the carriers listed on the insurance screen. If you change the carrier's listed on the insurance screen, check that the invoices responsible to that carrier are also corrected.
8. INVALID INSURANCE CARRIER - The billing carrier is not on file. Make sure the insurance carrier is in the carrier file.
9. INVALID RESPONSIBLE PARTY - responsible party is not on file. Make sure the responsible party indicated is added or the account code is changed to the correct responsible party.
10. MISSING LOCATION CODE: - Location code used is not on file. Make sure this is not blank and then try again.
11. INVALID LOCATION CODE: - Location code entered on claim is not currently in the Service Location File .
12. MISSING PROVIDER Code: - The provider was not entered on the patient claim.

13. **INVALID PROVIDER CODE:** - Provider code on claim does not currently exist in the provider file. Make sure the correct provider is applied to this claim.

It is important to understand that if changes are made in the support files containing responsible parties, insurance carriers, procedures, diagnosis, etc. that this may affect other patients. Renaming the insurance carriers is also a hazard. You are allowed to do these things in case duplicates or changes are necessary. The recap will check and post recap errors to the Recap Error File. Please review the file for these error messages. These inconsistencies will cause other reports to crash.

When the operation is finished, the "MOS Daily Recap Menu" will be displayed. The body of the recap report contains the following type of data.

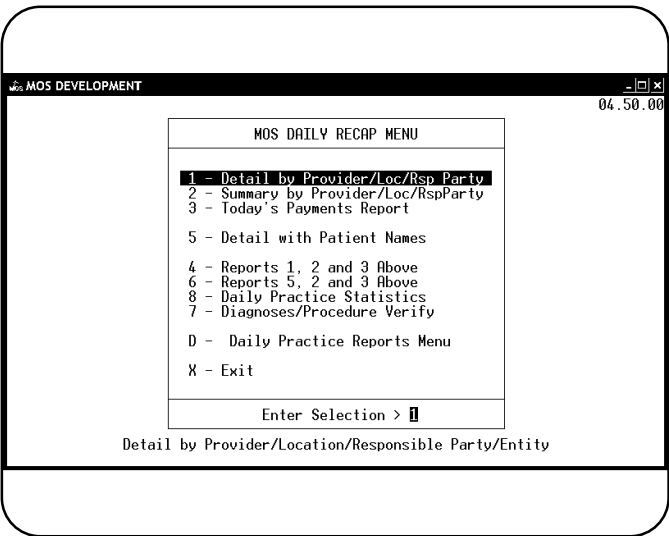


Figure 8-1 : MOS Daily Recap menu

Output: Daily Recap Report - (2)

YOUR PRACTICE NAME HERE			Run: Feb 16, 1992		
MEDICAL OFFICE SYSTEM			Page: 1		
DAILY RECAP BY ACCOUNT I.D.					
FOR DATE 02/16/92					
--DATE--			--AMOUNT--	----- NOTES -----	

ACCT 2 WOLOWITZ, HOWARD			ACCT BAL= \$405		
*					
INVOICE 292 DATE 02/07/92			INVOICE BALANCE 255.00 (PT)		
DOCTOR CODE: 1FCS			PLACE OF SERVICE SFH		
	02/14/92	100.00	OFFICE VISIT, COMPREHENSIVE, NP		
CHG: 100.00 - PAYMNT: .00			100.00 CHANGE IN A/R		
.					
INVOICE 308 DATE 02/14/92			INVOICE BALANCE 150.00 (PT)		
DOCTOR CODE: 1FCS			PLACE OF SERVICE SFH		
	02/14/92	100.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	5.00	LAB: URINALYSIS		
	02/14/92	5.00	LAB: FECAL BLOOD SCREENING		
	02/14/92	40.00	PULSE OXYMETRY		
CHG: 150.00 - PAYMNT: .00			150.00 CHANGE IN A/R		
ACCT 3 HERNANDEZ, BETTY			ACCT BAL= \$2163.44		
*					
INVOICE 270 DATE 01/20/92			INVOICE BALANCE 1400.00 (MC)		
DOCTOR CODE: 4ANY			PLACE OF SERVICE SVH		
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	5.00	LAB: URINALYSIS		
	02/14/92	5.00	LAB: FECAL BLOOD SCREENING		
	02/14/92	40.00	PULSE OXYMETRY		
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
CHG: 575.00 - PAYMNT: .00			575.00 CHANGE IN A/R		
ACCT 5 DE FRANCISCO, FRANK			ACCT BAL= \$1140.08		
*					
INVOICE 302 DATE 02/14/92			INVOICE BALANCE 675.00 (PT)		
DOCTOR CODE: 4ANY			PLACE OF SERVICE SVH		
TEST PROCEDURE			02/14/92	100.00	MEDICARE
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	175.00	OFFICE VISIT, COMPREHENSIVE, NP		
	02/14/92	40.00	PULSE OXYMETRY		
CHG: 665.00 - PAYMNT: .00			665.00 CHANGE IN A/R		

A summary of the data is found on the last page. A version of the recap report is available on the Financial Reports Menu that only prints this final page.

YOUR PRACTICE NAME HERE
 MEDICAL OFFICE SYSTEM
 DAILY RECAP REPORT
 FOR DATE 02/16/92
 SUMMARY PAGE

	CHARGES	PAYMENTS	WRITEOFFS	A/R CHANGE	TRANSFERS
ENTERED	6111.00 -	705.00 -	5.00 =	5401.00	
BACKED OUT	-200.00 -	-	=	-200.00	
NET CHANGE	5911.00 -	705.00 -	5.00 =	5201.00	

PATIENT	482.00
INSURANCE	223.00

A/R CHANGE	5201.00
A/R M-T-D	6487.15
A/R Y-T-D	32121.02
A/R TOTAL	58413.34

PAY CODE	SUMMARY
CODE	AMOUNT
CK	532.00
RF	-77.00
MO	250.00
WO	5.00

Daily Recap Menu

1 - Detail by Provider/Loc/Rsp Party

- Purpose** This report is a detailed break-down of activity by provider, location and responsible party. This can be a lengthy report, the summary that follows might be more useful if the detail is not required.
- Sort** By responsible party with totals for each, then by locations with totals for each, and finally by provider with totals for each.
- Selection** All the transactions selected by the last "Daily Recap Report". This report can only be printed after you have generated a recap. It is also available from the RE-RUN OLD DAILY RECAP function on the Financial Reports Menu.
- Paper** Default printer with 8.5" paper. Report includes no special printer controls.
- Procedure** From the Daily Recap Menu, press **[1]** to print the detail for the recap information selected. This report is also included in the selection "4" for Reports 1, 2 and 3.

Output: Daily Recap Report by Location (21)

Run: Feb 16, 1992							
MEDICAL OFFICE SYSTEM							
RECAP 02/16/92							
--LOCATION--							
I.D.	INVOICE	ACCOUNT	CHARGES	PAYMENTS	WRITE-OFF	ADJUSTED	TRANSFRD
A/R-CHANGE							
1	2	1	100.00	80.00			20.00
1	2	1	348.00	2.00	5.00		341.00
1	3	34	350.00				350.00
1	3	75	150.00	150.00			.00
1	3	75					.00
1	3	1	150.00				150.00
1	3	1	700.00				700.00
1	3	1	300.00				300.00
1	3	1	100.00				100.00
1	3	1	300.00				300.00
1	3	1					.00
1	TOTALS		2498.00	232.00	5.00	.00	.00
							2261.00
I.D.	INVOICE	ACCOUNT	CHARGES	PAYMENTS	WRITE-OFF	ADJUSTED	TRANSFRD
A/R-CHANGE							
SFH	2	2	100.00				100.00
SFH	3	2	150.00				150.00
SFH	TOTALS		250.00	.00	.00	.00	.00
							250.00
I.D.	INVOICE	ACCOUNT	CHARGES	PAYMENTS	WRITE-OFF	ADJUSTED	TRANSFRD
A/R-CHANGE							
SVH	2	3	575.00				575.00
SVH	3	5	675.00				675.00

Daily Recap Menu

2 - Summary by Provider/Loc/Rsp Party

<i>Purpose</i>	This report shows a summary of totals for each provider, location and responsible party.
<i>Sort</i>	A summary page for each provider. Totals by location and responsible party.
<i>Selection</i>	All the transactions selected by last "Daily Recap Report". This report can also be run after the RE-RUN OLD DAILY RECAP option on the Financial Reports Menu.
<i>Paper</i>	Default printer with 8.5" paper. Report includes initialization print code 11, termination print code 11 to be sure the printer is printing at 10 pitch. The results of these codes can be modified in the Printer Configuration function. See Chapter 22.
<i>Procedure</i>	From the Daily Recap Menu, press [2] to print the detail for the recap information selected. This report is also included in the selection "4" for Reports 1, 2 and 3.

Output: Summary - Daily Recap by Provider (22)

MEDICAL OFFICE SYSTEM							
RECAP 02/16/92							
PROVDR SUMMARY							
Page 1							
LOC	RSP	CHARGES	PAYMENTS	WRITE-OFF	ADJUSTED	TRANSFRD	CHGED-A/R
1	PI	100.00	80.00	.00	.00	.00	20.00
1	PT	1898.00	2.00	5.00	.00	.00	1891.00
1	==>	1998.00	82.00	5.00	.00	.00	1911.00
SFH	PT	250.00	.00	.00	.00	.00	250.00
SFH	==>	250.00	.00	.00	.00	.00	250.00
=====	==>	2248.00	82.00	5.00	.00	.00	2161.00
Jim Provider M.D.							
LOC	RSP	CHARGES	PAYMENTS	WRITE-OFF	ADJUSTED	TRANSFRD	CHGED-A/R
1	MC	350.00	.00	.00	.00	.00	350.00
1	==>	350.00	.00	.00	.00	.00	350.00
=====	==>	350.00	.00	.00	.00	.00	350.00
ANTHONY A. STAR M.D.							

3 - Today's Payments Report

Purpose This report lists the today's cash or check payments, write-offs, and refunds. This report does not include adjustments to payments. The total payments should equal your daily cash receipts. Included on the report are patients' names, account numbers, amounts, type of payment, source of payment, and descriptions.

Sort Type of transaction (write off, payment, etc...) then by type of money (cash, check, etc...).

Selection All transaction selected by "Daily Recap" run on today's date. **Be sure to request the run of this report the same date as the recap.** The selection for this report is internal and will only select transactions dated with the system today's date. If the system date changes to the next date, no payments will print. If this should happen, the payment report can be printed from the Financial Reports Menu, selecting on any date range.

Paper Default printer, 8.5" paper, no special printer control codes.

Procedure From the Daily Recap Menu, press **[3]** to print the detail for the recap information selected. This report is also included in the selection "4" for Reports 1, 2 and 3.

For more information, see appendix C, Illustrations 3, 4 & 5 for sample printouts.

Note: *If you adjust payments the same day the payment is entered, it will be omitted from this report. If you suspect that this has happened, run the Payment Report on the Financial Reports Menu and select by Recap Date, and Include Adjustments YES, then press **[F]** **[ENTER]** **[F]** **[ENTER]** to select only today.*

Output: Daily Payments Report (23)

YOUR PRACTICE NAME HERE					
MEDICAL OFFICE SYSTEM					
DAILY PAYMENTS REPORT					
FOR DATE 02/16/92					
Run: Feb 16, 1992			Page 1		
PATIENT'S NAME	ACCOUNT#	AMOUNT	TYP	FROM	DESCRIPTION

TESTOR, TEST	1	65.00	CK	PT	CK 32456 PAYMENT
TESTOR, TEST	1	15.00	CK	PT	PAYMENT
TESTOR, TEST	1	2.00	CK	PT	PAYMENT
GOLD, DONALD	74	123.00	CK	GHI	CK 5432 PAYMENT
GOLD, DONALD	74	100.00	CK	GHI	CK 5432 PAYMENT
GOLD, DONALD	74	77.00	CK	GHI	PAYMENT
TEST, GEORGE	75	150.00	CK	PT	PAYMENT

CK ITEMS: 7	TOTAL:	532.00			
GOLD, DONALD	74	100.00	MO	PT	MO 12345 PAYMENT
GOLD, DONALD	74	150.00	MO	PT	MO 12345 PAYMENT

MO ITEMS: 2	TOTAL:	250.00			

Daily Recap Menu

5 - Detail with Patient Names

- Purpose** This report is a detailed break-down of activity by provider, location and responsible party. This can be a lengthy report, the summary that follows might be more useful if the detail is not required. This report includes patient names in addition to account numbers.
- Sort** By responsible party with totals for each, then by locations with totals for each, and finally by provider with totals for each.
- Selection** All the transactions selected by the last "Daily Recap Report". This report can only be printed after you have generated a recap. It is also available from the RE-RUN OLD DAILY RECAP function on the Financial Reports Menu.
- Paper** Default printer with 8.5" paper. Report includes initialization print code 13, termination print code 11 to be sure the printer is printing at 10 pitch. The results of these codes can be modified in the Printer Configuration function. See Chapter 22.
- Procedure** From the Daily Recap Menu, press **4** to print the detail for the recap information selected. This report is also included in the selection "6" for Reports 5, 2 and 3.

Output: Recap - Detail with Patient Names (25)

Your Practice Name			Run: Mar 2, 1995						
Medical Office System			Page: 1						
RECAP 03/02/95									
MEDICARE			RESPEL-PARTY						
I.D.	Invoice	Account	Patient Name	Charges	Payments	Write-Off	Adjusted	Transfrd	A/R-Change
MC	92	82	Louis L Dragonski						.00
MC	17	17	Ellen Hindenburgh						.00
MC	51	44	Betty Kosta						.00
MC	67	59	Rose Prudish						.00
MC	131	1	Helena Adells						.00
MC	133	1	Helena Adells						.00
MC	145	1	Helena Adells						.00
MC	138	6	John M Allentown						.00
MC	141	6	John M Allentown						.00
MC	102	22	Phyllis Manfield	5.00					5.00
MC	104	86	Margaret G Smyth						.00
MC			TOTALS	5.00	.00	.00	.00	.00	5.00

4 - Reports 1, 2 and 3 Above

This option prints selections 1, 2 and 3 from the menu above automatically.

6 - Reports 5, 2 and 3 Above

This option prints selections 5, 2 and 3 from the menu above automatically.

D - Daily Practice Reports Menu

This option will load the Daily Practice Reports Menu. This menu is also available from the Reports Main Menu. These are daily practice analysis reports. Many require that the recap be run prior to collect the data that is used for the report.

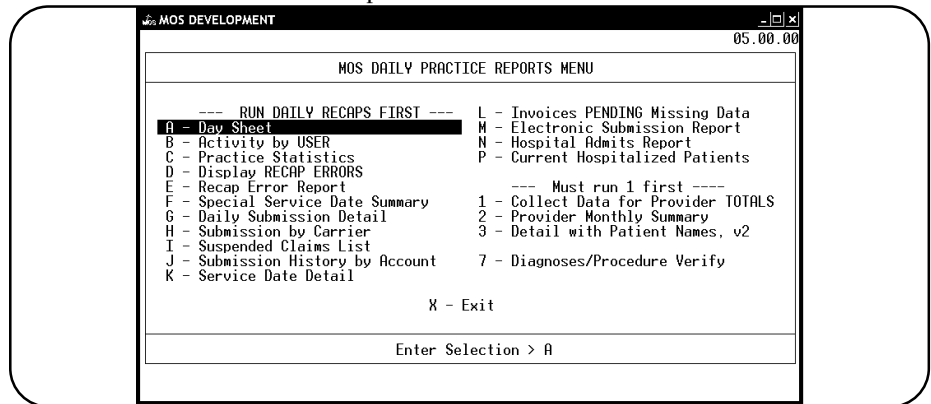


Figure 8-2:Daily Practice Reports Menu

A - Day Sheet

Daily Practice Reports Menu

B - Activity by User

Purpose

This report will print the charges and payments sorted by user. This is useful to provide a list of work entered by each data entry person. It can then be double checked against paper copy. For this function to be effective, the User ID feature must be activated in the Practice Information password screen.

Sort

By User ID, then by patient account and invoice number. Total amount and total number of transactions is printed for each user.

Selection

All the transactions recapped on a given date. This report can only be printed after you have generated a recap for the day.

Paper

Default printer with 8.5" paper.

Procedure

From the Main Reports Menu select **[6]** Daily Practice Reports Menu or from the Daily Recap Menu select **[D]**. Then press **[B]** to print the Activity by User.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination. Then a prompt is displayed:

SELECTING RECORDS RECAPPED ON: 10/07/1997
Press **[ENTER]** to Continue **[D]** - Change Date **[X]** - Exit
Enter Selection >

The default will always be today's date. Press **[ENTER]** to use the date indicated. Press **[X]** to cancel the report and return to the menu. If you would like to select a different date press **[D]** to enter a date. Then a prompt

Recap Date: (mm/dd/yy) >

Output: Activities by User (56B)

Medical Office System							Run: Oct 7, 1997	
ACTIVITIES by USER							Page: 1	
User: TJP								
Account	Patient's Name	Invoice	Date	Proc Cd	Amount	RSP	By	J
4	Afish Joyce	203	09/11/97	TEST4	60.00	BS		
4	Afish Joyce	203	09/11/97	NPOCLO	80.00	BS		
4	Afish Joyce	203	09/11/97	NEW TES	100.00	BS		
4	Afish Joyce	203	09/11/97	RBG	10.00	BS		
23	Byran Michael B	204	09/12/97	IHVH	150.00	BS		
23	Byran Michael B	204	09/13/97	HVH	100.00	BS		
23	Byran Michael B	204	09/14/97	HVH	100.00	BS		
23	Byran Michael B	204	09/15/97	HVH	100.00	BS		
23	Byran Michael B	204	09/16/97	HVH	100.00	BS		
SOME OMITTED.....								
50	Jackson Marianne	201	09/11/97	TEST4	56.00	PT		
50	Jackson Marianne	201	09/11/97	NPOCLO	64.00	PT		
50	Jackson Marianne	201	09/11/97	NEW TES	97.00	PT		
50	Jackson Marianne	202	09/11/97	RBG	10.00	PT		

Daily Practice Reports Menu

C - Practice Statistics

Purpose This report will analyze the daily, week to date, and month to date appointment schedule. It will indicate number of appointments scheduled, number kept, number missed, total patient visits, total new patients, total charges, total collections, and many other statistics. The report will usually fit on one or two pages.

Sort No sort.

Selection All the scheduled appointments, new patients, charges and collection invoices are summarized.

Paper Default printer with 8.5" paper.

Procedure From the Main Reports Menu select **[6]** Daily Practice Reports Menu or from the Daily Recap Menu select **[D]**. Then press **[B]** to print the Activity by User. If you assigned a FINANCIAL PASSWORD, you will be asked to enter it at this time.

A prompt will ask about the printer destination.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination. Then a prompt will request the date to be analyzed.

ENTER DATE or Press <ENTER> for: 10/07/97 >

Enter the date or press **[ENTER]** for today's date.

Output: Practice Statistics (56C)

Your Practice Name		Run: Oct , 1997	
Medical Office System		Page: 1	
+-----+-----+-----+-----+			
PRACTICE STATISTICS			
+-----+-----+-----+-----+			
Report based on Date other than today	Today	Week To	Month To
Selected for: 10/07/97	Date	Date	Date
+-----+-----+-----+-----+			
1 Number of Patient Scheduled:	0	0	0
+-----+-----+-----+-----+			
2 Number of Missed Appointments:	0	0	0
+-----+-----+-----+-----+			
3 Number of Kept Appointments:	0	0	0
+-----+-----+-----+-----+			
4 Percentage of Kept to Scheduled:			
+-----+-----+-----+-----+			
5 Number of Drop-In Visits:	0	0	0
+-----+-----+-----+-----+			
6 Total Patient Visits:	0	0	0
+-----+-----+-----+-----+			
7 Total New Patients:	0	0	0
+-----+-----+-----+-----+			
8 Total Charges:	2075.00	2075.00	2075.00
+-----+-----+-----+-----+			

Daily Practice Reports Menu

D - Display Recap Errors

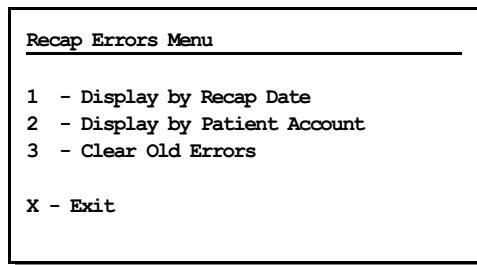
Purpose This option allows a quick screen browse of all the Daily Recap Errors. A hardcopy of the information can be printed with the following prompt. Display the options by account and return to the Daily Input to make the indicated corrections. These errors may result from Support Files that are changed after Patient and Invoice information is entered.

Sort User can select Recap Date or Patient Account.

Selection All errors for a given date or if no date is indicated ALL ERRORS are displayed.

Paper None required

Procedure From the Main Reports Menu select **[6]** Daily Practice Reports Menu or from the Daily Recap Menu select **[D]**. Then press **[D]** to Display Recap Errors. If you assigned a RECAP PASSWORD, you will be asked to enter it at this time.



```
Recap Errors Menu
1 - Display by Recap Date
2 - Display by Patient Account
3 - Clear Old Errors
X - Exit
```

Press **[1]** to list the entries by Recap Date.

Then a recap date is requested. Leave it blank to display all, or enter one date as required.

Now continue to the browse instructions below.

Press **[2]** to list the entries by Account Number. Then an account number can be entered, or press **[ENTER]** to display all accounts.

Press **[3]** to clear an old recap date. A prompt will ask for the recap date to clear. The default recap date is today's date. From this option each recap date must be selected, to clear the entire file.

Scroll up and down the display as needed. Press **[V]** to View a more complete error message with the patient name.

Press **[D]** to delete the error currently highlighted. Press **[X]** when you are ready to exit.

A more detailed description of this with sample screens can be found on Page 12-40.

A list of the error explanations that might be found on a recap can be found in Chapter 8.

For more information, see appendix C, Illustration 7 for a sample printout.

Daily Practice Reports Menu

E - Recap Error Report

Purpose This option will print any recap errors currently on file. Use this to make your corrections. These errors may result from Support Files that are changed after Patient and Invoice information is entered.

Sort By recap date and then by patient account and invoice number. A new page is printed for each recap date.

Selection All errors for a given recap date or if no date is indicated ALL ERRORS are displayed.

Paper 8 ½ X 11" paper.

Procedure From the Main Reports Menu select **[6]** Daily Practice Reports Menu or from the Daily Recap Menu select **[D]**. Then press **[E]** to Print Recap Errors.

A prompt will ask about the printer destination.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination.

Then a prompt will request the date to be analyzed.

ENTER DATE or Press <ENTER> for: 10/07/97 >

Enter the date or press **[ENTER]** to select all errors currently on file. It is up to you to return to Display Recap Errors and clear the errors as corrections are made. The errors can be deleted one at a time or all for a given recap date can be deleted together.

Output: Recap Error Report (56E)

Medical Office System		Run: Oct 7, 1997
+-----+ RECAP ERROR LIST +-----+		Page: 1
RECAP: 06/13/1997		
Account Patient		Invoice

5 Rabbini, Margaret B		171
** INVALID WORKERS' COMP: "AR3 "		

5 Rabbini, Margaret B		172
** MISSING LOCATION CODE:		
** INVALID RSP: R 18		
** INVALID INS CO: "AARP"		
** INVALID RSP: R 18		

44 Kosta, Betty		51
** INVALID INS CO: "AARP"		

Total Errors:	6	

Daily Practice Reports Menu

F - 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.

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 from the "Financial Reports Menu" or from the Daily Practice 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 to change the printer destination.

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

Then a prompt will give you a final chance.

Summary for: 10/07/97

Redo Date Selection?

Press to continue with report. Press to re- enter the date or press to exit without creating a report.

Output: Special Daily Summary (56F) (55A)

Medical Office System	
SPECIAL SUMMARY FOR DATE 09/12/97	
Run: Oct 7, 1997	
NUMBER OF MISSED APPOINTMENTS:	
TOTAL PATIENT VISITS:	5
PERCENT OF MISSED TO VISITS:	.00
NUMBER OF NEW PATIENTS:	
TOTAL SERVICES:	1020.00
MINUS TOTAL COLLECTIONS:	15.00
MINUS TOTAL WRITE-OFFS:	
PLUS TOTAL REFUNDS:	
CHANGE IN A/R:	1005.00
PERCENT NEW PATIENTS/VISITS: .00	
AVERAGE VALUE OF NEW PATIENT: 204.00	
AVERAGE CHARGE PER VISIT: 204.00	
PERCENT COLLECTIONS: 1.47	

Daily Practice Reports Menu

G - Daily Submission Detail

Purpose: This report will list all the claims filed on a given date. This can be used to verify the claims sent electronically, on statements and paper claims.

Sort: None.

Selection: The report selects any given day's activities. The default will be today's date, the user can enter another date if necessary.

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

Procedure: Press from the "Financial Reports Menu" or from the Daily Practice Reports Menu. Then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press to change the printer destination.

Select Submission Date:

(MM/DD/YYYY) for 01/13/2000 >

Then a prompt will give you a final chance.

Report Selection between: 01/13/2000

Only valid if claims have not been purged in this time frame.

Redo Responses? es no -Exit

Press to continue with report. Press to re- enter the date or press to exit without creating a report.

Remember that charges do not indicate A/R. This report will omit reprints that were done on the

Output: Detailed Submission Report (56G)

Your Practice Name						
Medical Office System						
Printed: 01/13/00		DETAILED SUBMISSION REPORT			Page: 1	
Submission Date: 10/14/1999						
ACCOUNT	PATIENT NAME	INVOICE	DATE	HOW RESP	DR	CHARGES
1	ADELLS HELENA	166	10/14/99	P AR1	1	129.60
1	ADELLS HELENA	240	10/14/99	S PT	8	190.00
1	ADELLS HELENA	257	10/14/99	S PT	1	16.86
1	ADELLS HELENA	258	10/14/99	S PT	1	30.45
4	AFISH JOYCE	242	10/14/99	P AR2	1	50.00
6	ALLETOWN JOHN	7	10/14/99	S PT	1	26.95
6	ALLETOWN JOHN	139	10/14/99	S PT	1	14.18
6	ALLETOWN JOHN	140	10/14/99	S PT	1	8.14

same date, but it will include duplicates that are printed on different days or sent by different means. For example, if your patient has two carriers and you enter a claim assigned to the patient. Then you print an insurance form for each carrier and the patient as a courtesy at time of service. The claim will be entered in the submission file three times, once for each carrier and once for the patient.

Daily Practice Reports Menu

H - Submission by Carrier

Purpose: This report will list all the claims that were submitted to a given carrier. This can be used to follow up on claims filed electronically or by paper.

Sort: By Carrier Code, then by Patient Account, Invoice #, Date submitted..

Selection: The report selects unpaid claims that are still assigned to a carrier. If one carrier is indicated, then only that carrier's claims will be selected. If no carrier is indicated, then all open claims are selected.

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

Procedure: Press from the Daily Practice Reports Menu. Then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press to change the printer destination.

Enter Insurance Carrier Code: (Leave BLANK for ALL) >

Then a prompt will give you a final chance.

All Open Invoices still responsible to BS

Redo Responses? es no -Exit

Press to continue with report. Press to re- enter the date or press to exit without creating a report.

Daily Practice Reports Menu

I - Suspended Claims List

Purpose: This report will list all the claims that were unable to be filed electronically but should have been.

Sort: None.

Selection: The report selects all suspended claims. A claim is suspended when it is incomplete and unable to post to the ANSI electronic files. Printing a paper version of the claim will cancel the suspension. A claim will be re-evaluated each time you try to submit it electronically. If a claim is paid in full, the suspension is removed.

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

Procedure: Press from the Daily Practice Reports Menu. The Financial Password is required for this report. Then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press to change the printer destination.

This report runs without further prompts.

Daily Practice Reports Menu

J - Submission History by Account

Purpose: This report will list all the claims filed for a given account. This can be used to verify the claims sent electronically, on statements and paper claims.

Sort: By Patient Name, then by Invoice Number, then date submitted.

Selection: The report selects one patient account or all patients. Leave the patient account number blank and all will print.

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

Procedure: Press from the "Daily Practice Reports Menu". Then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press to change the printer destination.

Select Patient Account: () for ALL) >

Then a prompt will give you a final chance.

Report Selection for 1 - Helen Adells

Only valid if claims have not been purged in this time frame.

Redo Responses? es no -Exit

Press to continue with report. Press to re- enter the date or press to exit without creating a report.

Daily Practice Reports Menu

K - Service Date Detail

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.

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 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.

Daily Practice Reports Menu

1 - Collect Data for Provider TOTALS

Purpose: This report will create provider totals for a range of recap dates. This can be used to look at your practice by provider.

Sort: None.

Selection: The option selects on a range of recap dates entered by the user and updates to work file.

Paper: No report is generated. If any other recap is run, this must be generated again to collect the correct data.

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

Starting RECAP DATE: (MM/DD/YY) >

Enter the lowest recap date to be selected. Then a prompt will ask for the closing date. No default is accepted.

Closing RECAP DATE: (MM/DD/YY) (for Today's date) >

Then a final prompt will give you a chance to verify your entries:

All records Recapped between 09/01/97 - 10/07/97
 to continue to Cancel

Then the data is collected.

Press to continue with the report. Press to exit without collecting the data. The file will already have been reset at this point, so do not continue with other reports 2 and 3 without properly completing this option.

For more information, see Appendix C for a sample printout.

Daily Practice Reports Menu

2 - Provider Monthly Summary

Purpose: This report will list by invoice number the charges payments write-offs, adjustments, transfers and A/R changes. A new page is created for each provider. This can be used to look at your practice by provider.

Sort: A new page for each provider, then the invoices are listed by invoice number.

Selection: The data is collected from prompt **[1]** on the same menu.

Paper: The report is 115 columns wide and will use Print Code 13 to print at 16.7 pitch so it will fit on 8.5" wide paper. If that is not possible, this report will require 15" wide paper.

Procedure: Press **[2]** from the "MOS Daily Practice Reports Menu", then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination.

Output: Provider Monthly Summary (5613)

Your Practice Name			Run: Oct 23, 1997						
Medical Office System			Page: 1						
Vicki G Henry M.D.			PROVIDER DETAIL		RECAPS BETWEEN: 10/01/97 - 10/30/97				
.D.	Invoice	Account	Patient Name	Charges	Payments	Write-Off	Adjusted	Transfrd	A/R-Change
1	33	27	Julius Dalmation	.00	14.40	.00	.00	.00	-14.40
1	34	28	Sue Homecoming	.00	14.40	37.00	.00	.00	-51.40
1	43	36	Wanda Newman	80.00	90.40	22.00	.00	.00	-32.40
1	44	37	Mary Ann Tuttle	.00	55.00	.00	.00	.00	-55.00
1	213	36	Wanda Newman	947.50	666.90	132.00	.00	.00	148.60
1	214	26	Mary Skelly	897.50	633.30	124.00	.00	.00	140.20
1	215	26	Mary Skelly	50.00	33.60	8.00	.00	.00	8.40
1	216	19	Thomas J Palmquist III	100.00	.00	.00	.00	.00	100.00
1	Vicki G Henry M.D.		TOTALS	2075.00	1508.00	323.00	.00	.00	244.00

Daily Practice Reports Menu

3 - Detail with Patient Names, Version 2

<i>Purpose</i>	This report is a detailed break-down of activity by provider, location or responsible party. This report includes patient names in addition to account numbers.
<i>Sort</i>	By the selected code, responsible party, location, provider or ALL with totals for each.
<i>Selection</i>	All the transactions selected by the option "1 - Collect Data for Provider Totals" (This report can only be printed after you have collected the data).
<i>Paper</i>	Default printer with 8.5" paper. Report includes initialization print code 13, termination print code 11 to be sure the printer is printing at 10 pitch. The results of these codes can be modified in the Printer Configuration function. See Chapter 22.
<i>Procedure</i>	From the Daily Practice Reports Menu, press [3] to print the detail for the Provider Data Collected.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination.

Then the selection menu is displayed:

Press **[1]** to select only provider data and then enter one provider code or **[ENTER]** for all providers.

Press **[2]** to select only location data and then enter one location code or **[ENTER]** for all locations.

Press **[3]** to select only responsible party data and then enter one responsible party code or **[ENTER]** for all responsible parties.

Press **[4]** to select all categories and print the complete amount of data by each of the above items. This creates a report similar to the Recap Report listing all the detail with patient names.

For more information, see Appendix C for a sample printout.

Selection/Sort Menu

1 - Provider
2 - Location
3 - Responsible Party
4 - Detail by All

X - Exit

Daily Practice Reports Menu

7 - Diagnosis/Procedure Verification Report

Purpose: This report will list all diagnosis entered on the claim and the procedure that was done as a result of the diagnosis.

Sort: This report is sorted by Account Number, then by Invoice number.

Selection: The report selects all claims by recap date. The default will be today's date, the user can enter another date if necessary.

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

Procedure: Press **[7]** from the "Daily Practice Reports Menu" or **[7]** from the Daily Recap Menu. Then the following question will be displayed:

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination.

Recap Date:

Output: Diagnoses/Procedure Verification (567)(27)

```

                                Your Practice Name
                                Medical Office System
Printed: 01/13/00             DIAGNOSES / PROCEDURE             Recap Date: 01/27/98
                                VERIFICATION REPORT

Account  Invoice Date  Diagnosis  Procedures Done
-----
      1      221  12/22/1997  240.0  - GOITER, SPECIFIED AS SIMPLE
                                12345 - STANDARD TEST CODE
                                12/22/1997
                                12345 - STANDARD TEST CODE
                                12/23/1997
                                12345 - STANDARD TEST CODE
                                12/24/1997
                                12345 - STANDARD TEST CODE
                                12/22/1997
                                12345 - STANDARD TEST CODE
                                12/22/1997
                                12345 - STANDARD TEST CODE
-----
      3      222  01/12/1998  240.0  - GOITER, SPECIFIED AS SIMPLE
                                11111 - NEW TEST OF THE PROCEDURES
                                01/12/1998
                                11111 - NEW TEST OF THE PROCEDURES
                                01/12/1998
                                11111 - NEW TEST OF THE PROCEDURES
-----
     18      217  10/28/1997  250.01 - DIABETES INSULIN DEPENDENT
                                56532 - TEST 5 SEE IF IT IS TWICE
                                10/28/1997
-----
     21      220  12/09/1997  241.9  - UNSPEC NONTXIC NODULAR GOITER
                                11111 AA BB - NEW TEST OF THE PROCEDURE
                                12/09/1997
-----
```

Re-running Daily Recap

If you need to re-run daily recap for a earlier date -- you've lost your reference copy, for example -- you can do so from the Financial Reports Menu. When the Reports Menu is displayed Press **2** for "Rerun Old Daily Recap." See Page 11-76 for complete instructions about this report. The following prompt appears:

A screenshot of a terminal window showing a prompt. The prompt is enclosed in a rectangular box with a thin black border. The text inside the box is "Enter Date of Recap to be Re-Run >".

Enter Date of Recap to be Re-Run >

Type the date in MM/DD/YY format. The program prints the report and then displays the Recap Menu. Any report selected from the Recap Menu will then be based on the recap re-run date entered.

Notes: