

## Provider/Practice Reports Menu

### *1 - Provider's Listing*

- Purpose:** The providers currently on file in the MOS are listed with their addresses and their ID codes.
- Sort:** The list is sorted providers' last name.
- Selection:** The report selects all the providers.
- Paper:** Sent to default printer. This function prints an 80-column report with special printer code 11 for 10 pitch print letters.
- Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[1]** for Provider's Listing Report.

Change Printer Selection? (Y/N) >

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

See Appendix C for a sample printout.

# Provider/Practice Reports Menu

## 2 - Practice Locations

- Purpose:* A list of the service locations in the MOS.
- Sort:* The list is alphabetic by the service name.
- Selection:* The report selects all the locations on file.
- Paper:* Sent to default printer. This function prints an 80-column report with special printer code 11 for 10 pitch print letters.
- Procedure:* At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[2]** for the Practice Locations Report.

Change Printer Selection? (Y/N) >

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

See Appendix C for a sample printout.

## Provider/Practice Reports Menu

### 3 - Referring Physician Report

- Purpose:** A list of referring physicians including name, address, telephone numbers and ID codes.
- Sort:** The report is sorted by referring physicians last name then by first name.
- Selection:** The report select all the referring physicians on file.
- Paper:** Sent to default printer. This function prints an 90-column report with special printer code 12 for printing to fit on 8 ½ “ paper.
- Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[3]** for the Referring Physician Report.

Change Printer Selection? (Y/N) >

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

See Appendix C for a sample printout.

# Provider/Practice Reports Menu

## 4 - Print a Schedule

- Purpose:** Prints a form with a day's schedule of appointments with an area to add notes.
- Sort:** The report is sorted by the physician's name and then by the time.
- Selection:** The default is by today's date or the user can enter any date and physician they desire to determine the records to be selected. (Only one day at a time.)
- Paper:** Sent to default printer for 80-column report to print on 8.5" paper. No special printer codes.
- Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[4]** for Print a Schedule.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination. The following prompt will be displayed:

Enter Date or Press **[ENTER]** for 02/06/95 >

After entering the date a browse screen with all the physicians in the MOS will be displayed:

MOS DEVELOPMENT

PRINT A SCHEDULE

1 Vicki Henry M.D.

12 John R. Candy M.D.

ALL DOCTORS

Records Read: 10

Selected: 0

Press **[Ctrl-C]** To Exit.

Highlight the desired physician using your arrow keys and then press **[ENTER]** to select. Highlight the "ALL DOCTORS" choice to print a schedule for all doctors.

See Appendix C for a sample printout.

## Provider/Practice Reports Menu

### 5 - Print a Short Schedule

**Purpose:** This report lists the day's appointments by doctor for a quick reference list. This will allow the doctor to have a one page daily list for his/her desk. This is similar to the browse displays available in the appointment scheduler with all the information included on one page.

**Sort:** This report is sorted by doctor, date of appointment and time of day.

**Selection:** Enter the date you wish to print. Then you can select one doctor or all doctors.

**Paper:** Sent to default printer. Report is 80-column and will print on 8.5" paper.

**Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[5]** for Print a Short Schedule.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination. The following prompt will be displayed:

Enter Date or Press **[ENTER]** for 02/06/95 >

Today's date will be displayed as the default answer. After entering the date a browse screen with all the physicians in the MOS will be displayed:

MOS DEVELOPMENT

PRINT A SCHEDULE

1 - Vicki Henry M.D.  
12 - John R Candy M.D.  
ALL DOCTORS

Records Read: 10  
Selected: 0

Press **Ctrl-C** To Exit.

**Figure 1-2:**Short Schedule Selection

Highlight the desired physician using your arrow keys and then press **[ENTER]** to select. Highlight the "ALL DOCTORS" choice to print a schedule for all doctors.

See Appendix C for a sample printout.

# Provider/Practice Reports Menu

## 6 - Pull List for Appointments

- Purpose:** This report lists the patients scheduled for appointments today alphabetically so the files can be easily pulled for the days appointments.
- Sort:** This report is sorted by alphabetically by patient last name.
- Selection:** Enter the date you wish to print. In addition, you can select one doctor or all doctors.
- Paper:** Sent to default printer. Report is 80-column and will print on 8.5" paper.
- Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[6]** for Pull List for Appointments.

Change Printer Selection? (Y/N) >

Press **[Y]** to change the printer destination. The following prompt will be displayed:

Enter Date or Press **[ENTER]** for 02/06/95 >

Today's date is always displayed as the default response. After entering the date a browse screen with all the physicians in the MOS will be displayed:

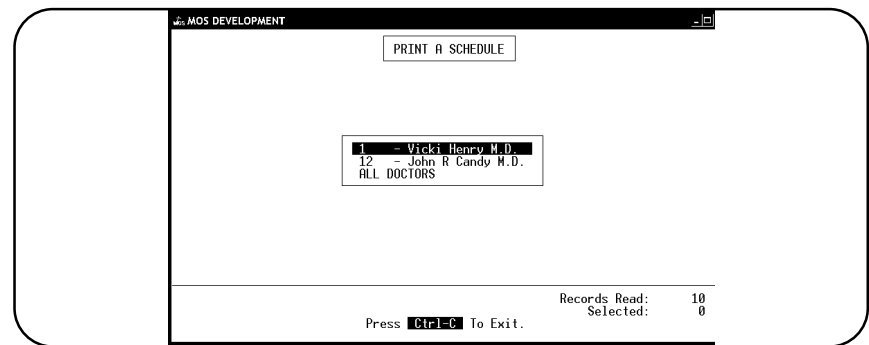


Figure 1-3: Pull List Provider Selection

Highlight the desired physician using your arrow keys and then press **[ENTER]** to select. Highlight the "ALL DOCTORS" choice to print a schedule for all doctors.

See Appendix C for a sample printout.

## Provider/Practice Reports Menu

### 7 - Print Superbills in BATCH

- Purpose:** Prepare for the days appointments by printing super bills at the beginning of the day or the day before.
- Sort:** Super bills will be printed by appointment time.
- Selection:** All patients that have appointments scheduled on a given date are selected.
- Paper:** This report prints a form on 8 ½ x 11 inch paper.
- Procedure:** From the MOS Reports Menu press  for the Provider/Practice Menu. Then select  to print the super bills.

Change Printer Selection? (Y/N) >

Press  to change the printer destination. A prompt will ask for the appointment date to select.

Appointment Date to Select: (MM/DD/YYYY) >

Enter a date or press  for today's date. A prompt will give you a chance to change your mind then the report will print.

Selecting All Patients with Appointments for 01/28/1998  
Continue?  es  o  -Exit

Press  or  to print the superbills. Press  to repeat the selection. Press  to cancel the report entirely.

# Provider/Practice Reports Menu

## 8 - Referring Dr. Mailing Labels

- Purpose:** Print Mailing Labels for the Referring Physicians currently on file. This can be used for Holiday greetings or other mass mailings.
- Sort:** The report is sorted by referring physician's last name.
- Selection:** All referring physicians will be selected.
- Paper:** The paper required is tractor-feed labels in 1" by 4.5" size. The labels should be one across.
- Procedure:** At the Reports Main Menu press **[3]** for the "MOS Provider Practice Reports Menu" then press **[8]** for the Referring Dr. Mailing Labels.

Change Printer Selection? (Y/N) >

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





## Provider/Practice Reports Menu

### *9 - Print Custom Superbills in Batch*

- Purpose:** Allow a local programmer to attach a special super bill to the system and print all the super bills required for a date at the same time. This option will do nothing unless a super bill called “mospat/superx” has been designed and added to the system. The MOS support staff can give a programmer more information if necessary.
- Sort:** The sort is part of the custom design.
- Selection:** The option will select all patients that have an appointment scheduled on a given date. The date is supplied by the user. If the date is omitted then today’s date is used.
- Paper:** The paper required is up to the custom programmer. Usually this would be a sheet of paper, however, a special form might be used.
- Procedure:** At the Reports Main Menu press **[3]** for the “MOS Provider Practice Reports Menu” then press **[9]** for the Custom Super Bills in Batch option.

### Custom Routing Slip

This same custom superbill discussed above, can be printed one at a time from the Daily Input. The option “M - Custom Routing Slip” on the Forms Menu can be used to attach the custom superbill to Daily Input.

# Provider/Practice Reports Menu

## A - Daily Office Schedule

- Purpose:** Print a list of all appointments by time of day. All providers or one provider can be selected. This report will print a few blank lines at lunch time to allow an appointment to be pencilled in at the last minute.
- Sort:** The report is sorted by time of day. If more than one provider is selected, the report will list the appointments for each provider mixed by time.
- Selection:** The report selects all appointments for a given date. Then an option allows one or all providers to be selected.
- 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 **A** from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

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

Enter Date or Press **ENTER** for 01/28/98 >

Enter the date or press **ENTER** to select today's date. Then a slide box with a list of providers is displayed.

Office Schedule

1 - Vicki G Henry M.D.  
11 - Dennis Spanish M.D.  
12 - John R Candy M.D.  
18 - Ima Badboy MD  
8 - Wilson M Pickit  
ALL DOCTORS

Press BREAK To Exit.

Figure I-4:Daily Office Schedule Providers

Highlight your selection and press **ENTER** .

See Appendix C for a sample printout.

## Provider/Practice Reports Menu

### B - Print Refer TO by Doctor

**Purpose:** Print a list of patients that were referred to other doctors. All referring providers or one provider can be selected. This report will give you follow-up information on tests pending and results. This will also track average days to complete, number completed and number outstanding for each refer to doctor.

**Sort:** The report is sorted by refer to doctor code, then date procedure is referred. If more than one provider is selected, the report will allow you to select a page break between doctors. list the appointments for each provider mixed by time.

**Selection:** The report selects procedures referred to another doctor. The list can be printed for a date range, selection for pending, all or completed tests can be done. Then an option allows one or all providers to be selected.

**Paper:** Sent to default printer for 102 column report with special printer code 13 for 16.75 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 **B** from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

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

Select ONE Refer To Dr Code: (Blank for ALL) >

Enter the Refer TO Doctor code to pick one doctor or leave this option blank to select all doctors. Then a slide box with a list of test choices is displayed.

Ordered Not Scheduled  
Scheduled not Received  
Received Hardcopy  
All Tests  
Exit

Highlight your selection and press **ENTER**. Then a prompt is displayed to select a starting date.

Starting Dates: (mm/dd/yy) Blank for Earliest

Enter the date and press **ENTER**. Then a prompt for the Closing Date is displayed.

Closing Date: (mm/dd/yy) Blank for Today's Date

Enter the date and press **ENTER**. Then a prompt will ask about page breaks:

One Page for Each Referral Dr? ( Y / N ) >

Press **Y** to print a new page for each referring doctor listed. Press **N** or **ENTER** for a list of all tests.

## Provider/Practice Reports Menu

### *C - Practice Close Report*

**Purpose:** Print a list of invoices created prior to a user supplied date. The money from these invoices is then split into columns showing the totals before the date given and after the date give. The balance due on these invoices is also given. This report can be useful when the practice changes organization structure and the dollars before and after a given time must be detailed.

**Sort:** The report is sorted by patient account and invoice number.

**Selection:** The report selects all invoices that were created before a given date. All transactions for those invoices are selected and summarized.

**Paper:** Sent to default printer for 132 column report with special printer code 13 for 16.75 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 **C** from the "Provider /Practice Reports Menu".

This report requires the Financial Password to print.

Change Printer Selection? (Y/N) >

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

Enter Cut-Off Date: (MM/DD/YY) >

Enter the Cut-Off date of the first practice structure.

## Provider/Practice Reports Menu

### *D - YTD Patients' by Referring DR*

**Purpose:** Print a list of patients referred to your practice for the current YTD. This can be useful to find how many patients are referred to you and by whom.

**Sort:** The report is sorted by patient account and invoice number.

**Selection:** The report selects all patients that have a default referring provider and were seen in the current year. It is most useful during when running YTD in the current year. This report is using the default referring provider information and if that is changed during the year, the report will no longer be able to select the patient. Use this report with caution.

**Paper:** Sent to default printer. This report is 83 columns with no special printer codes. It should print on most printers on 8.5" paper.

**Procedure:** Press  from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

Press  to change the printer destination.

Enter year to report: (YYYY) > 2006

Enter Referring Provider Code to select just one: (Enter for ALL) >

Enter one code or leave blank for all.

This will count the number of referrals by month for each provider with a total for the year and the total charges.

## Provider/Practice Reports Menu

### *E - Location Mailing Labels- 1up*

### *F - Location Mailing Labels- 3up*

**Purpose:** Prints multiple mailing labels for locations or facilities.

**Sort:** The labels are printed.

**Selection:** The user enters the month and year to be selected.

**Paper:** Sent to default printer. Set for 40 column labels (4 inches wide) by 1 inch long with one across.

**Procedure:** At the Reports Main Menu press **[5]** for the "Provider/Practice Reports Menu" then press **[ENTER]** or **[E]** or **[F]** for Location Labels.

Change Printer Selection? (Y/N) >

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

The following prompt will be displayed:

How many copies of each label would you like?

It will then print that number of labels for each location you have in the Place of Service file. This can be very useful if you commonly mail reports to nursing homes, hospitals or other facilities where you practice.

See Appendix C for a sample printout.

## Provider/Practice Reports Menu

### *G -Missed Appointment List*

**Purpose:** Print a list of patients that had appointments for a range of dates for one or all providers. The logic will determine missed appointments by the existence of a claim for that date.

**Sort:** The report is sorted by provider and patient name.

**Selection:** The report selects all patients that had an appointment between two dates and then looks for a claim with that date of service as the first line item. If your practice commonly lists more than one date of service on each claim, this report might not notice the other dates.

**Paper:** Sent to default printer. This report is 83 columns with no special printer codes. It should print on most printers on 8.5" paper.

**Procedure:** Press  from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

Press  to change the printer destination.

Beginning Schedule Date > 01/05/2006

Ending Schedule Date > 01/05/2006

Enter the date range for your report. Then select the provider from the list or select ALL Providers.

## Provider/Practice Reports Menu

### *H - Count Patient/Claims by Provider*

**Purpose:** Count Patients/Claims by Provider for a given time. This can be used for bonuses or other activities related to practice analysis. It will list each patient and indicate the number of claims created in the time frame selected. A total count of patients is indicated for each provider. A grand total of all claims and patients is also provided.

**Sort:** The report is sorted by provider and patient name.

**Selection:** The report selects by invoice date and billing provider on each claim. Be aware that if you are trying to count encounters, this might not be accurate if more than one encounter is entered on any one claim.

**Paper:** Sent to default printer. This report is 83 columns with no special printer codes. It should print on most printers on 8.5" paper.

**Procedure:** Press  from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

Press  to change the printer destination.

Select one or all providers and press .

Then select the date range.

From Date > 01/05/2006

To Date > 01/05/2006

Enter the date range for your report.



## Provider/Practice Reports Menu

### *I - Patients by Location*

**Purpose:** Print a list of patients by location between given dates for one or all providers. This can be useful for nursing home visits and hospital rounds to make sure all patients are handled properly.

**Sort:** The report is sorted by provider and patient name.

**Selection:** The report selects all patients that had a claim generated between two dates for the location(s) requested. One or all providers can be selected also.

**Paper:** Sent to default printer. This report is 83 columns with no special printer codes. It should print on most printers on 8.5" paper.

**Procedure:** Press  from the "Provider /Practice Reports Menu".

Change Printer Selection? (Y/N) >

Press  to change the printer destination.

Enter Location Code: (BLANK for ALL) >

Select one or all providers from the list.

Enter From Date > 01/01/2006

Enter To date > 01/31/2006

Enter the date range for your report. Then select the provider from the list or select ALL Providers.