



**Enterprise Practice Management (EPM)**

**Best Practices Guide and Reports Catalog**

**Version 5.5**

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## Basics of Reporting

### General Information

This guide is designed to assist users in creating specific types of reports that are commonly used by most practices. These are to be used as guidelines, and intended to be somewhat generic. Any of the reports can be customized by adding columns or sorting options to fit the unique needs of each organization.

For a complete overview of the reporting functionality, please refer to the NEXTGEN® EPM Reports Guide which explains in detail all the features on functionality of reports within the NEXTGEN® system.

### Memorizing Reports

Once a report is designed, the parameters of that report can be “memorized”. These memorized reports are saved in categories called “Report Types”. Report Types are created by each organization in File Maintenance in: Master Files > Practice > Report Types. When the reports are memorized they can also be restricted by user or by security group.

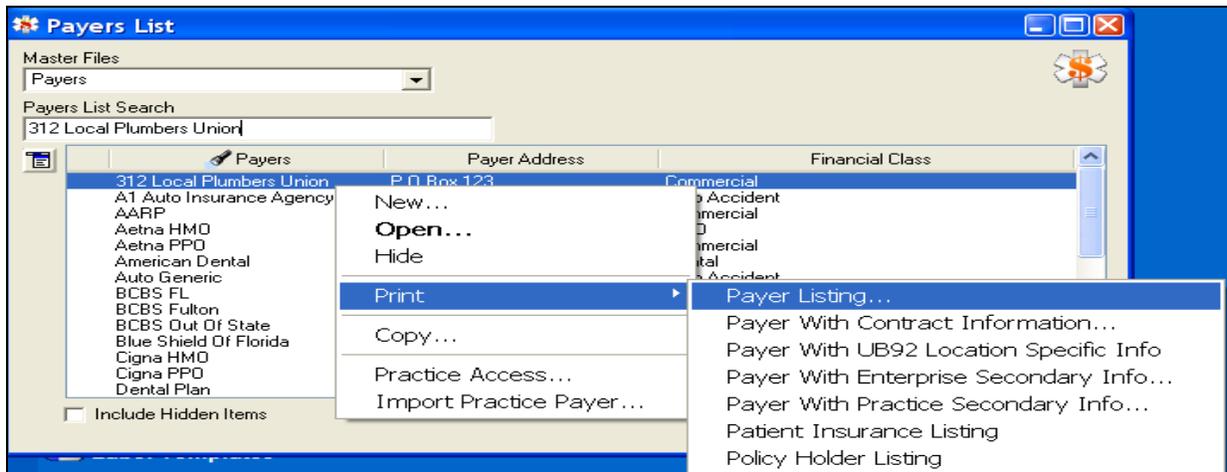


Memorized reports can also be run from the NEXTGEN® Background Business Process (BBP).

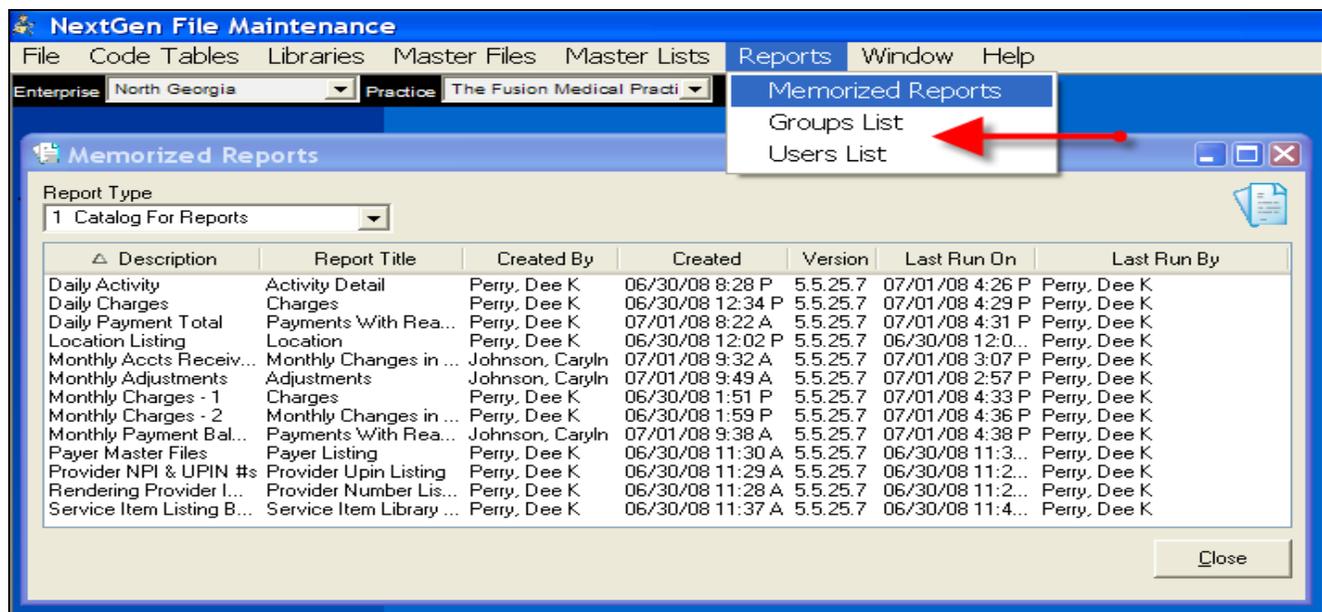
## File Maintenance Reporting

Reports can be run on the tables and libraries within File Maintenance by right-clicking on a selection and selecting the “Print” option.

For example, right-click on one of the payers and select: Print > Payer Listing...



Once the report is created, all of the standard options and icons, including memorizing and exporting the report, are available. Once memorized, the reports are available by selecting the menu option: Reports > Memorized Reports.



In addition, you can report on Security Groups and Users (as set up in the System Administrator application) by using the menu option: Reports > Groups Lists/Users List.

## EPM Reporting

Reports can be created from multiple categories within the NEXTGEN® EPM application by selecting the Reports menu item. Each category displays multiple options, often using different logic to extract the information.

Reports in the Daily category provide the ability to run reports with full detail. These reports provide the “drill down” option by displaying a green arrow. Double-clicking on this arrow will hyper-link the user to the patient data represented in the report.

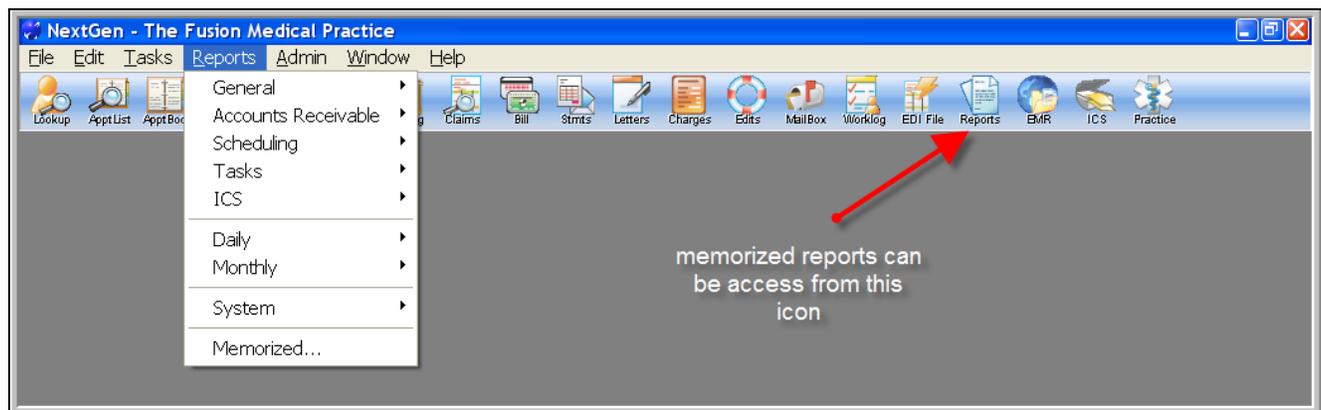
Reports in the Monthly category are summarized reports and do not provide the “drill down” option. These reports will summarize data to the lowest common denominator. In other words, selecting fewer columns will provide a shorter, more summarized report.

Many of the reports in the Daily and Monthly category also offer two options: By Encounter and By Line Item. These options (in the Daily and Monthly categories only) related to how the Financial Class and Payer information logic works.

- By Encounter: Attributes all charges and transactions to the primary payer on the encounter. For example, if a patient has Medicare and Blue Cross, all charges and transactions will report as Medicare.
- By Line Item: Attributes all transactions to the actual payer. For example, if a patient has Medicare and Blue Cross, the Medicare payments will be report as Medicare and the Blue Cross payments will report as Blue Cross. **NOTE:** *Charges always report against the primary financial class/payer on the encounter.*

Many of the reports from NEXTGEN® EPM can be run across multiple Enterprises and/or Practices. Certain reports, such as Scheduling, are only available for one specific Practice at a time.

Once memorized, the reports are available from the Reports icon on the main toolbar.



## File Maintenance

### Table Building and Database Review

Reports can be used to review the information entered while creating your system. These reports can be sorted and grouped to allow the data to be verified quickly and efficiently.

**NOTE:** When placing your cursor over the column marker it will turn into a double arrow ↔ . Use that double arrow to drag the column to the left and you will be prompted to remove the column. Once a column is reviewed, remove it from the report and go the next column for review. Repeat this until all the relevant columns have been reviewed. Incorrect information can be corrected by double clicking on that record. To display the changes, select the yellow arrow (refresh) option on the report icon toolbar.

### Payer Master Files

**Purpose:** To provide a listing of all the payers added to the system and ensure they have accurate and complete information.

**Master Files > System > Payers: Right-click on a payer and select: Print > Payer Listing**

**Columns:** Include all of the columns to be reviewed

**Sorting:** Group: Financial Class

Sort: Ascending by Payer Name

**EXAMPLE:**

**Master File Payer Listing**

7/11/08 9:14 AM

Payer Name	NEIC/Pyr#	Plan #	Group Name	Group #	Addr 1	Addr 2	City, State Zip	Country
<b>Auto Accident</b>								
A1 Auto Insurance					240 Sunrise Ave		Satellite Beach, FL 32937	USA
Allstate					P O Box 230948		Melbourne, FL 32901	USA
Auto Generic					123 First St		Satellite Beach, FL 32937	USA
Florida Life And Ca					P O Box 3244		Ogen, UT 84404	USA
<b>BCBS</b>								
BCBS FL					P O Box 1798		Jacksonville, FL 32201	USA
BCBS Fulton					P O Box 1800		Melbourne, FL 32901	USA
BCBS Out Of State								
Blue Shield Of Flori					P O Box 1798		Jacksonville, FL 32222	USA
PHO (Percent Of Cl					P O Box 1600		Charleston, SC 48357	USA

### Provider Master Files for NPI and UPIN Numbers

**Purpose:** To review all providers added to the system and ensure they have UPIN and/or NPI numbers added.

**Master Files > System > Providers: Right-click on a provider and select: Print > Providers with UPIN**

**Columns:** Name, Display As, Hid, Addr 1, City, State, Zip, Payer Name, UPIN, NPI  
**Sorting:** Sort: Ascending by Name

Name	Display As	Hid	Addr 1	Addr 2	City	State	Zip	Payer Name	UPIN	NPI
Adams, John Q	Adams, John Q		100 Constitutional Ave		Melbourne	FL	32901	Default	J12343	
Aran MD, Josphe	Aran MD, Josphe		1 Miami Ave		Memphis	TN	39201	Medicaid	E302948	7897897899
								Default	A23939	
Armstrong MD, Roger	Armstrong MD, Roger		123 Oak Street		Satellite Beach	FL	32937	Default	E43214	9879879879
								Medicaid	3498E38	
Beyer, MD, Donald	Beyer, MD, Donald							Medicaid	M320948	9879879879
								Default	D34985	
Brown, Jason	Brown, Jason							Default	B23948	
								Medicaid	Er98203498	
Carlisle MD, Deanna	Carlisle MD, Deanna		3211 Beach Avenue		Melbourne	FL	32901	Default	C48773	7897897899

### Provider Master Files for Rendering Provider ID Numbers

**Purpose:** To review all rendering providers added to the system and ensure they have accurate and complete information.

**Master Files > System > Providers: Right-click on a provider and select: Print > Providers with Provider Numbers**

**Columns:** Name, Rend, Hid, Loc Name Grp Payer Name, Provider #, Group Name, SIM Exc, Contract Exc, NPI  
**Sorting:** Group: Name

Hid	Loc Name	Grp Payer Name	Provider #	Group Name	SIM Exc
	<b>Kelly, Joseph</b>				
	Duluth Clinic	Aetna HMO			Default Sim Exc VIP
	<b>King MD, Eugene</b>				
		Medicare	23939A	The Medical Practice	
		Default	592222222	The Medical Practice	
		Cigna HMO	2304988	The Medical Practice	
	Downtown Office	Medicare	D38448	The Medical Practice	
		Default	592222222	The Medical Practice	
	Hoag Hospital	Default			
	MRI Center	Default			

### Location Listing

**Purpose:** To review all locations added to the system and ensure they have accurate and complete information.

**Master Files > System > Locations: Right-click on a location and select: Print**

**Columns:** Hid, Loc Name, Addr 1, Addr 2, City, State, Zip, Phone, Hcfa, Subgrouping 1, Subgrouping 2, National Provider ID, POS

**Sorting:** Sort: Ascending by Loc Name

**NOTE:** Other columns can be added (e.g. CLIA number and/or facility numbers ), depending on the specific set up of the organization.

<u>Hid</u>	<u>Loc Name</u>	<u>Addr 1</u>	<u>Addr 2</u>	<u>City, State Zip</u>	<u>Phone</u>	<u>Hcfa</u>	<u>Subgrouping 1</u>
	Ambulance Service			32937, FL 32901		Y	Ancillary
	Ambulatory Surgery Center	1800 Main Street		Satellite Beach, FL 32937	(321) 888-7655		
	Cobb Nursing Home	1900 Old Town Drive		Melbourne, FL 32901	(321) 098-0988	Y	Nursing Home
	Downtown Office	200 Old Towne Blvd		Melbourne, FL 32901	(321) 398-8888	Y	
	Duluth Clinic	3300 Telegraph		Atlanta, GA 30326		Y	Clinic
	Fayette Nursing Home	265 Certosa Ave		Palm Bay, FL 32907		Y	Nursing Home
	Gwinnett Rest Home	1 Main St		Atlanta, GA 30341		Y	Nursing Home

### Service Item Library Listing By Department

**Purpose:** To review all service items added to the system and ensure they have accurate and complete information.

**Libraries > Service Items:** Right-click on a library and select: **Print > Service Item Library Listing**

**Columns:** Sv It, Sv It Desc, CPT4, Place of Service, Department, Modality, Eff Dt, Exp Dt, NonFac UP, Fac UP, Hid

**Filter 1:** Select "Show only active SIM codes"

**Filter 2:** To select only codes that have prices entered you can use Non-Fac UP (Non-Facility Unit Price) "Not Equals \$0.00"



**Sorting:** Group: Department  
Sort: Ascending by CPT Code

**NOTE:** If you are not using Departments to categorize your service items, you can eliminate this sorting option.

**Libraries:** Select the specific library you would like to report

**NOTE:** Items that report here as <Unknown> are those that do not have a Department attached.

Sv It	Sv It Desc	CPT4	Place Of Serv	Modality	Eff Dt	Exp Dt	Non-Fac UP	Fac UP
<b>&lt;Unknown&gt;</b>								
30140	Turbinate Resection	30140			01/01/2000	12/31/2099	\$155.00	\$0.00
70160	X-ray nasal bones, 3+ views	70160			02/19/2008	02/19/2099	\$0.00	\$0.00
7016026	X-ray nasal bones, 3+ views	7016026			02/19/2008	02/19/2099	\$0.00	\$0.00
99215A	Office visit, est V	99215	Office		01/01/2000	08/22/2099	\$55.00	\$55.00
99215B	Office visit, est V	99215	Office		01/01/2000	12/31/2099	\$47.50	\$47.50
<b>Anesthesia</b>								
00148	Anesth, ophthalmoscopy	00148	Outpatient Hospital	Other	04/28/2004	04/28/2099	\$28.00	\$28.00
00160	Anesth nose/sinus	00160	Office	Other	01/01/2001	12/31/2099	\$32.50	\$32.50
00522	Anesth, clsd chst	00522	Ambulatory Surgical Center	Other	01/01/2000	12/31/2099	\$32.50	\$32.50
<b>Cardiology</b>								
78465	Nuclear scan	78465	Office	Nuclear	01/01/2000	12/31/2099	\$800.00	\$800.00
78478	Heart muscle wall	78478	Office	Nuclear	01/01/2000	12/31/2099	\$100.00	\$100.00

### Transaction Code Listing

**Purpose:** To review all transaction codes added to the system and ensure they have accurate and complete information.

**Master Files > System > Transaction Codes: Right-click on a Transaction Code and select: Print**

**Columns:** Hid, Desc, Type, Source, Sign Type, Ovr

**Sorting:** Group: by Type, by Source  
Sort: Ascending by Desc

The screenshot shows a software window titled "Transaction Code" with a menu bar and a toolbar. The main area displays a "Master File Transaction Code" report. The report includes a timestamp "7/11/08 10:05 AM" and a table with the following columns: "Hid", "Desc", "Sign Type", and "Ovr". The data is organized into two sections: "Adjustment" and "Patient".

Hid	Desc	Sign Type	Ovr
	Account Adjustment	Negative	
	Adjustment For Optical Error	Negative	Y
	Applying Encounter Credit	Positive	
	Bad Debt Agency Adjustment	Negative	Y
	Bad Debt Write Off - Manual	Negative	
	Bankruptcy	Negative	
	Cash Discount	Negative	
	Charity Write Off	Negative	
	Copay Adjustment	Negative	
	Debit Encounter For Applied Credit	Positive	Y
	Debit Encounter Transfer To Account	Positive	Y
	Dental Sliding Fee Adjustment	Negative	
	Employee Discount	Negative	
	Medical Sliding Fee Adjustment	Negative	
	NSF Check Adjustment	Positive	
	Optical Coupon	Negative	Y
	Optical Gift Certificate	Negative	Y

### Claim Edit Library Listing

**Purpose:** To review all claim edits selected and ensure the information is accurate and complete.

**Libraries > Claim Edits:** Right-click on a library and select: **Print**

**Columns:** Lib Name, Enbl'd, Edit ID, Edt Desc, Sev Desc, Mod Dt, Modified By

**Sorting:** Group: Lib Name  
Sort: Descending by Enbl'd, Ascending by Edt Desc

**Libraries:** Select the specific library or libraries you would like to report

↕ Enbl'd	↕ Edit ID	↕ Edt Desc	↕ Sev Desc	↕ Mod Dt	↕ Modified By
<b>Copy Test For Details</b>					
Y	25	Accident Symptom Date is required	warning	2007-10-18 20:44:48.507	Perry, Dee K
Y	105	Admission Date 1 is required for Occurrence Code(s) ^1	warning	2007-10-18 20:44:48.507	Perry, Dee K
Y	126	CPT4(s) not allowed for patient age	warning	2007-10-18 20:44:48.507	Perry, Dee K
Y	118	CPT4(s) require review when using specific Modifier(s)	warning	2007-10-18 20:44:48.507	Perry, Dee K
Y	54	Extra Narrative Data is required for CPT4(s) ^1	Required	2007-10-18 20:44:48.507	Perry, Dee K
N	58	A maximum of ^1 charges are allowed per Electronic Claim	warning	2007-10-18 20:44:48.507	Perry, Dee K
N	26	Accident Hour is required	warning	2007-10-18 20:44:48.507	Perry, Dee K
N	32	Admission Date 1 is required	warning	2007-10-18 20:44:48.507	Perry, Dee K
N	107	Admission Date 1 is required for Place of Service ^1	warning	2007-10-18 20:44:48.507	Perry, Dee K
N	178	Any Required CPT4(s) must be present for CPT4	warning	2007-10-18 20:44:48.507	Perry, Dee K

## EPM Reports

### Balancing Reports

Reports can be used to periodically balance charges, adjustments, payments and accounts receivable. It is imperative to remember that you must use the same date criteria when balancing two reports.

Customers who are overriding the Process Date on either Charges or Transactions may elect to use different reports for balancing depending upon their internal accounting processes.

### Troubleshooting Balancing Issues

If your reports do not balance, there are several steps you should take to troubleshoot the possible causes.

**Run the System Data Integrity and Validation Reports:** Certain errors found on this report specifically state “This will affect reporting” and should be forwarded to NEXTGEN Healthcare support department for assistance in resolving the error.

<b>Example:</b>		<b>The Fusion Medical Practice Data Integrity Report - Misc</b>			Database: IGDemo55 Server: HG2260
7/01/08 4:21 PM					Potentially Fixed
Prac Name	Error Description	Record ID	Table Name		
The Fusion Medical Practice	Charge record has a nul process date. <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">This will affect reporting.</span>	883	charges		
The Fusion Medical Practice	Encounter diagnosis are out of sequence.	1413	encounter_diags		

**Encounter vs. Invoice:** Charges entered on Encounters and charges entered on Invoices report differently on various reports. Check that both Encounters and Invoices are included on each report.

**Date Filtering:** When balancing multiple reports, make sure the date filter on the Filter1 tab is consistent on each report. (i.e.: Create Date, Service Date, Process Date, Transaction Date, Post Date)

**Charge Process Date and Batch Process Date Override:** If users have security to override the Process Date on charges and/or transactions, it is possible that dates were overridden inadvertently.

**Encounter Status:** Depending on the reports to be balanced it may be necessary to include encounters in Bad Debt and/or History status, particularly if trying to balance reports from previous financial periods.

**Report Filters:** Check all report filter tabs to ensure that data is consistently being included/excluded.

### Daily Charges

**Purpose:** Provide a report for the charge posting staff to review and balance the charges entered for the day.

**Reports > Daily > Charges**

**Columns:** Loc Name, E/I, Dt of Svc, Name, Sv It, Diag 1, Chg Amt, Count, Place of Service, Payer Name, Rendering, Created By and any other columns to be reviewed

**Filter 1:** Select the Create Date option "today"

**Totals:** Select the "Count Records" checkbox. This counts the total number of line items entered and puts that number in parenthesis.

**NOTE:** The total number of line items is not always the same as the "Count" column. The "Count" column on the report counts the number of units in charge entry, whereas the "Count Records" option counts the number of line items entered.

**Creator:** Select the name(s) of the person entering the charges to be reviewed

**Sorting:** Group: Created By

**NOTE:** The charges can be displayed in the order they were created by selecting "Ascending by Crt Dt". The Create Date field is actually date **and** time which will order the charges on the report in the exact order they were entered.

The Fusion Medical Practice Charges From 6/20/2008 to 6/20/2008											
7/01/08 4:26 PM											
Loc Name	E/I	Dt of Svc	Name	Sv It	Diag 1	Chg Amt	Count	Place Of Serv	Payer Name	Rendering	
<b>Carson, Michael</b>											
Downtown Office	1871	05/22/2008	Addams, Morticia	99203	472	\$45.00	1	Office	Aetna HMO	Armstrong MD, Roger	
Downtown Office	1871	05/22/2008	Addams, Morticia	92014	367.1	\$65.00	1	Office	Aetna HMO	Armstrong MD, Roger	
<b>Totals for Carson, Michael (2)</b>						<b>\$110.00</b>	<b>2</b>				
<b>Perry, Dee K</b>											
Downtown Office	1884	06/13/2008	Anderson, Eric	99203	472	\$45.00	1	Office	Patient Pay.	Harvey MD, Stephen	
Downtown Office	1821	01/22/2008	Nelson, Brooke	99204	462	\$75.00	1	Office	Patient Pay.	Armstrong MD, Roger	
Downtown Office	1869	05/14/2008	Siegle, Ray	60000	300.00	\$480.00	1	Inpatient Hospital	BCBS FL	ASC, Fusion	
Downtown Office	1869	05/14/2008	Siegle, Ray	99213	300.00	\$80.00	1	Office	BCBS FL	ASC, Fusion	
Downtown Office	1901	06/20/2008	Flemming, Tammy	99204	780.7	\$75.00	1	Office	Allstate	Armstrong MD, Roger	
Downtown Office	1901	06/20/2008	Flemming, Tammy	20205	786.05	\$175.00	1	Office	Allstate	Armstrong MD, Roger	
Downtown Office	1901	06/20/2008	Flemming, Tammy	E0943	786.05	\$15.00	1	Office	Allstate	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	99214	427.31	\$125.00	1	Office	BCBS FL	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	11100	346.8	\$81.00	1	Office	BCBS FL	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	93000	346.8	\$50.00	1	Office	BCBS FL	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	71020	346.8	\$110.00	1	Office	BCBS FL	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	81003	346.8	\$8.00	1	Office	BCBS FL	Armstrong MD, Roger	
Downtown Office	1902	06/20/2008	Siegle, Ray	85025	346.8	\$25.00	1	Office	BCBS FL	Armstrong MD, Roger	
<b>Totals for Perry, Dee K (13)</b>						<b>\$1,344.00</b>	<b>13</b>				
<b>TOTALS (15)</b>						<b>\$1,454.00</b>	<b>15</b>				

**Daily Payments**

**Purpose:** Once the payments are entered into a batch, a system generated “Batch Listing” report is run to balance the payments in that batch to the total amount of cash, checks, and credit card receipts. This report can be used to balance all of those batch totals to the amount of the daily deposit.

**Reports > Daily > By Transaction > Payments**

**Columns:** Post Date, Bt Desc, E//A/B, Name, Tran Cd, Pay Amt, Created By,

**Filter 1:** Select the Post Date option “today”

**Totals:** Select checkbox “Total lines only”; Select the “Count Records” checkbox. This counts the total number of transactions entered and puts that number in parenthesis.

**Creator:** Select the name(s) of the person entering the payments to be reviewed

**Sorting:** Group: Post Date, Created By, Bt Desc

<b>Example:</b>		<b>The Fusion Medical Practice</b>	
		<b>Payments With Reason Code By Transaction</b>	
		From 7/1/2008 to 7/1/2008	
7/01/08 4:29 PM			<u>Pay Amt</u>
<hr/>			
07/01/2008			
Johnson, Caryln			
Totals for CoPays (8)			-\$190.00
Totals for Johnson, Caryln (8)			-\$190.00
Perry, Dee K			
Totals for Aetna 7/1/08 (5)			-\$927.00
Totals for Cigna 7/1/08 (7)			-\$1,665.47
Totals for Medicare 7/1/08 (7)			-\$305.73
Totals for Misc Insurance 7/1/08 (6)			-\$1,385.00
Totals for Perry, Dee K (25)			-\$4,283.20
Totals for 07/01/2008 (33)			-\$4,473.20
TOTALS (33)			-\$4,473.20

**Monthly Charges**

**Purpose:** Provide reports to balance all the charges entered for the month to the amount added to the beginning accounts receivable total.

**Reports > Daily > Charges**

**Columns:** E/I, Dt of Svc, Name, Chg Amt, Count, Place of Service, Payer Name, Rendering

**Filter 1:** Process Date: Last Month

**Totals:** Remove Subtotal Prefix "Totals For"; Select checkbox "Total lines only"

**Sorting:** Group: Rendering **NOTE:** Any additional groupings can be added here as needed

<b>Example:</b>		<b>The Fusion Medical Practice Charges</b>	
		<b>From 6/1/2008 to 6/30/2008</b>	
7/01/08 4:31 PM		<b>Chg Amt</b>	<b>Count</b>
Aran MD, Josphe (2)		\$459.00	2
Armstrong MD, Roger (34)		\$3,974.00	34
ASC, Fusion (2)		\$560.00	2
Beyer, MD, Donald (5)		\$100.00	3
Carlisle MD, Deanna (8)		\$444.63	8
Harvey MD, Stephen (3)		\$1,130.00	3
King MD, Eugene (2)		\$300.00	6
Mann MD, Cheryl (3)		\$2,080.00	3
Watson MD, Stewart (10)		\$458.63	10
<b>TOTALS (69)</b>		<b>\$9,506.26</b>	<b>71</b>

**Reports > Monthly > Changes in Accounts Receivable > By Encounter**

**Columns:** Rendering, Beg A/R, Chg Amt, Adj Amt, Pay Amt, Ref Amt, Ending A/R

**Filter 1:** Process Date: Last Month

**Sorting:** Sort: Ascending by Rendering **NOTE:** Any additional groupings can be added here as needed

<b>Example:</b>		<b>The Fusion Medical Practice Monthly Changes In A/R - Primary Payer</b>						
		<b>From 6/1/2008 to 6/30/2008</b>						
7/01/08 4:33 PM		<b>Rendering</b>	<b>Beg A/R</b>	<b>Chg Amt</b>	<b>Adj Amt</b>	<b>Pay Amt</b>	<b>Ref Amt</b>	<b>Ending A/R</b>
	<No Rendering>		-\$733.50	\$0.00	\$0.00	-\$20.00	\$0.00	-\$753.50
	Aran MD, Josphe	\$18,030.63	\$459.00	-\$264.00	-\$1,512.00	\$0.00	\$0.00	\$16,713.63
	Armstrong MD, Roger	\$31,762.43	\$3,974.00	-\$749.62	-\$1,727.06	\$0.00	\$0.00	\$33,259.75
	ASC, Fusion	\$4,114.26	\$560.00	-\$223.00	-\$1,900.00	\$0.00	\$0.00	\$2,551.26
	Beyer, MD, Donald	\$1,259.91	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,359.91
	Carlisle MD, Deanna	\$34,547.70	\$444.63	-\$212.45	-\$934.05	\$0.00	\$0.00	\$33,845.83
	Charming P A, Prince	\$1,677.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,677.25
	Ferguson ARNP, Jane	\$1,706.87	\$0.00	-\$0.73	-\$5.56	\$0.00	\$0.00	\$1,700.58
	Harvey MD, Stephen	\$16,524.16	\$1,130.00	-\$193.00	-\$858.45	\$0.00	\$0.00	\$16,602.71
	King MD, Eugene	\$7,475.59	\$300.00	-\$160.00	-\$949.00	\$0.00	\$0.00	\$6,666.59
	Mann MD, Cheryl	\$18,464.62	\$2,080.00	-\$1,057.08	-\$3,197.32	\$0.00	\$0.00	\$16,290.22
	Mann MD, Richard	\$1,416.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,416.37
	Smith MD, George	\$4,609.94	\$0.00	-\$62.00	-\$746.00	\$0.00	\$0.00	\$3,801.94
	Watson MD, Stewart	\$23,007.19	\$458.63	-\$132.25	-\$1,886.60	\$20.00	\$0.00	\$21,466.97
<b>TOTALS</b>		<b>\$163,863.42</b>	<b>\$9,506.26</b>	<b>-\$3,054.13</b>	<b>-\$13,736.04</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$156,599.51</b>

### Monthly Payments

**Purpose:** Provide reports to balance all the payments entered for the month to the amount reduced from the beginning accounts receivable total.

**Reports > Daily > By Transaction > Payments**

**Columns:** Proc Dt, Bt Desc, E//A/B, Name, Tran Cd, Pay Amt

**Filter 1:** Select the Process Date option "Last Month"

**Totals:** Remove Subtotal Prefix "Totals For"; Select checkbox "Total lines only"

**Sorting:** Group: Proc Dt

<b>Example:</b>		<b>The Fusion Medical Practice Payments With Reason Code By Transaction From 6/1/2008 to 6/30/2008</b>	
7/01/08 4:36 PM			<b>Pay Amt</b>
<b>Totals for 06/04/2008 (3)</b>			<b>-\$935.64</b>
<b>Totals for 06/13/2008 (7)</b>			<b>-\$845.80</b>
<b>Totals for 06/14/2008 (4)</b>			<b>-\$555.00</b>
<b>Totals for 06/16/2008 (18)</b>			<b>-\$10,766.20</b>
<b>Totals for 06/17/2008 (11)</b>			<b>-\$245.00</b>
<b>Totals for 06/23/2008 (10)</b>			<b>-\$388.40</b>
<b>TOTALS (53)</b>			<b>-\$13,736.04</b>

**Reports > Monthly > Changes in Accounts Receivable > By Encounter**

**Columns:** Rendering, Beg A/R, Chg Amt, Adj Amt, Pay Amt, Ref Amt, Ending A/R

**Filter 1:** Process Date: Last Month

**Sorting:** Sort: Ascending by Rendering

***NOTE:** Amounts that appear in the <No Rendering> column are Unapplied credits or payments to charges that were entered without a Rendering provider*

<b>Example:</b>		<b>The Fusion Medical Practice Monthly Changes in A/R - Primary Payer From 6/1/2008 to 6/30/2008</b>					
7/11/08 10:33 AM							
<b>Rendering</b>	<b>Beg A/R</b>	<b>Chg Amt</b>	<b>Adj Amt</b>	<b>Pay Amt</b>	<b>Ref Amt</b>	<b>Ending A/R</b>	
<No Rendering>	-\$733.50	\$0.00	\$0.00	-\$20.00	\$0.00	-\$753.50	
Aran MD, Josphe	\$18,030.63	\$459.00	-\$264.00	-\$1,512.00	\$0.00	\$16,713.63	
Armstrong MD, Roger	\$31,762.43	\$3,974.00	-\$749.62	-\$1,727.06	\$0.00	\$33,259.75	
ASC, Fusion	\$4,114.26	\$560.00	-\$223.00	-\$1,900.00	\$0.00	\$2,551.26	
Beyer, MD, Donald	\$1,259.91	\$100.00	\$0.00	\$0.00	\$0.00	\$1,359.91	
Carlisle MD, Deanna	\$34,547.70	\$444.63	-\$212.45	-\$934.05	\$0.00	\$33,845.83	
Charles P.A, Paul	\$1,677.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,677.25	
Ferguson ARNP, Jane	\$1,706.87	\$0.00	-\$0.73	-\$5.56	\$0.00	\$1,700.58	
Harvey MD, Stephen	\$16,524.16	\$1,130.00	-\$193.00	-\$858.45	\$0.00	\$16,602.71	
King MD, Eugene	\$7,475.59	\$300.00	-\$160.00	-\$949.00	\$0.00	\$6,666.59	
Mann MD, Cheryl	\$18,464.62	\$2,080.00	-\$1,057.08	-\$3,197.32	\$0.00	\$16,290.22	
Mann MD, Richard	\$1,416.37	\$0.00	\$0.00	\$0.00	\$0.00	\$1,416.37	
Smith MD, George	\$4,609.94	\$0.00	-\$62.00	-\$746.00	\$0.00	\$3,801.94	
Watson MD, Stewart	\$23,007.19	\$458.63	-\$132.25	-\$1,886.60	\$20.00	\$21,466.97	
<b>TOTALS</b>	<b>\$163,863.42</b>	<b>\$9,506.26</b>	<b>-\$3,054.13</b>	<b>-\$13,736.04</b>	<b>\$20.00</b>	<b>\$156,599.51</b>	

### Monthly Adjustments

**Purpose:** Most clients do not actually “balance” adjustments. However, it is recommended that adjustments be reviewed on a regular basis. This report provides an overview of the types and amounts of the adjustments made each month. The total adjustment amount on this report will balance to the Monthly Changes in Accounts Receivable adjustment amount.

**Reports > Daily > By Line Item > Adjustments**

**Columns:** Track Desc, E//A/B, Name, Tran Cd, Adj Amt, Rsn Cds, Fin Class, Created By

**Filter 1:** Select the Process Date option “Last Month”

**Totals:** Remove Subtotal Prefix “Totals For”; Select checkbox “Total lines only”; Select the “Count Records” checkbox. This counts the total number of adjustments entered and puts that number in parenthesis.

**Sorting:** Group: Fin Class, Rsn Cds

**NOTE:** The values that report as <Unknown> represent adjustments that were made without a reason code.

<b>Example:</b>		<b>The Fusion Medical Practice Adjustments</b>
		From 6/1/2008 to 6/30/2008
7/11/08 10:40 AM		<u>Adj Amt</u>
<b>Auto Accident</b>		
<Unknown> (2)		-\$29.00
<b>Auto Accident (2)</b>		<u>-\$29.00</u>
<b>BCBS</b>		
<Unknown> (12)		-\$268.00
Dup (Duplicate Charge Already Processed) (1)		-\$5.00
<b>BCBS (13)</b>		<u>-\$273.00</u>
<b>Commercial</b>		
<Unknown> (29)		-\$443.02
Dup (Duplicate Charge Already Processed) (1)		-\$25.00
<b>Commercial (30)</b>		<u>-\$468.02</u>
<b>HMO</b>		
<Unknown> (3)		-\$941.50
Auth (No Authorization) (2)		-\$103.50
ERROR (NOT PAID ACCORDING TO CONTRACT) (1)		-\$60.00
PreCert (Services Not Pre-certified) (1)		-\$150.00
<b>HMO (7)</b>		<u>-\$1,255.00</u>
<b>Medicaid</b>		
<Unknown> (17)		-\$448.00
<b>Medicaid (17)</b>		<u>-\$448.00</u>
<b>Medicare</b>		
<Unknown> (1)		-\$391.11
<b>Medicare (1)</b>		<u>-\$391.11</u>
<b>Patient Pay:</b>		
<Unknown> (6)		-\$190.00
<b>Patient Pay: (6)</b>		<u>-\$190.00</u>
<b>TOTALS (76)</b>		<u>-\$3,054.13</u>



### Monthly Accounts Receivable

**Purpose:** Provide reports to balance the beginning accounts receivable total to the prior month ending accounts receivable amount.

**Reports > Monthly > Changes in Accounts Receivable > By Encounter**

**Columns:** Rendering, Beg A/R, Chg Amt, Adj Amt, Pay Amt, Ref Amt, Ending A/R

**Filter 1:** Process Date: The first report will be run for the month prior to the current month end that you are trying to balance; the second report will be run for the period that you are trying to balance (typically "Last Month")

**Sorting:** Sort: Ascending by Rendering

**Example:**

**The Fusion Medical Practice**  
**Monthly Changes in A/R - Primary Payer**  
 From 5/1/2008 to 5/31/2008

7/11/08 11:49 AM

Rendering	Beg A/R	Chg Amt	Adj Amt	Pay Amt	Ref Amt	Ending A/R
<No Rendering>	-\$733.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$733.50
Aran MD, Josphe	\$18,030.63	\$0.00	\$0.00	\$0.00	\$0.00	\$18,030.63
Armstrong MD, Roger	\$31,809.94	\$260.00	-\$4.85	-\$274.66	\$0.00	\$31,790.43
ASC, Fusion	\$4,114.26	\$0.00	\$0.00	\$0.00	\$0.00	\$4,114.26
Beyer, MD, Donald	\$974.11	\$285.80	\$0.00	\$0.00	\$0.00	\$1,259.91
Carlisle MD, Deanna	\$34,184.70	\$503.00	-\$11.00	-\$129.00	\$0.00	\$34,547.70
Charles P A, Paul	\$1,677.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,677.25
Ferguson ARNP, Jane	\$1,706.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,706.87
Harvey MD, Stephen	\$16,905.53	\$59.25	\$0.00	-\$440.62	\$0.00	\$16,524.16
King MD, Eugene	\$7,475.59	\$0.00	\$0.00	-\$100.00	\$0.00	\$7,475.59
Mann MD, Cheryl	\$18,473.62	\$0.00	\$0.00	-\$9.00	\$0.00	\$18,464.62
Mann MD, Richard	\$1,416.37	\$0.00	\$0.00	\$0.00	\$0.00	\$1,416.37
Smith MD, George	\$5,013.94	\$0.00	-\$160.00	-\$244.00	\$0.00	\$4,609.94
Watson MD, Stewart	\$22,957.19	\$50.00	\$0.00	\$0.00	\$0.00	\$23,007.19
<b>TOTALS</b>	<b>\$164,106.50</b>	<b>\$1,158.05</b>	<b>-\$175.85</b>	<b>-\$1,197.28</b>	<b>\$0.00</b>	<b>\$163,891.42</b>



\*The Ending A/R for the prior month should balance to the Beginning A/R for the current month.

**Example:**

**The Fusion Medical Practice**  
**Monthly Changes in A/R - Primary Payer**  
 From 6/1/2008 to 6/30/2008

7/11/08 11:52 AM

Rendering	Beg A/R	Chg Amt	Adj Amt	Pay Amt	Ref Amt	Ending A/R
<No Rendering>	-\$733.50	\$0.00	\$0.00	-\$20.00	\$0.00	-\$753.50
Aran MD, Josphe	\$18,030.63	\$459.00	-\$264.00	-\$1,512.00	\$0.00	\$16,713.63
Armstrong MD, Roger	\$31,790.43	\$3,974.00	-\$749.62	-\$1,727.06	\$0.00	\$33,287.75
ASC, Fusion	\$4,114.26	\$560.00	-\$223.00	-\$1,900.00	\$0.00	\$2,551.26
Beyer, MD, Donald	\$1,259.91	\$100.00	\$0.00	\$0.00	\$0.00	\$1,359.91
Carlisle MD, Deanna	\$34,547.70	\$444.63	-\$212.45	-\$934.05	\$0.00	\$33,845.83
Charles P A, Paul	\$1,677.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,677.25
Ferguson ARNP, Jane	\$1,706.87	\$0.00	-\$0.73	-\$5.56	\$0.00	\$1,700.58
Harvey MD, Stephen	\$16,524.16	\$1,130.00	-\$193.00	-\$858.45	\$0.00	\$16,602.71
King MD, Eugene	\$7,475.59	\$300.00	-\$160.00	-\$949.00	\$0.00	\$6,666.59
Mann MD, Cheryl	\$18,464.62	\$2,080.00	-\$1,057.08	-\$3,197.32	\$0.00	\$16,290.22
Mann MD, Richard	\$1,416.37	\$0.00	\$0.00	\$0.00	\$0.00	\$1,416.37
Smith MD, George	\$4,609.94	\$0.00	-\$62.00	-\$746.00	\$0.00	\$3,801.94
Watson MD, Stewart	\$23,007.19	\$458.63	-\$132.25	-\$1,886.60	\$20.00	\$21,466.97
<b>TOTALS</b>	<b>\$163,891.42</b>	<b>\$9,506.26</b>	<b>-\$3,054.13</b>	<b>-\$13,736.04</b>	<b>\$20.00</b>	<b>\$156,627.51</b>



The Ending A/R balance on the Monthly Changes in Accounts Receivable report will also balance to the Insurance Aging Analysis report – if that report is run real-time at the end of the month. It is recommended that organizations use the Background Business Processor (BBP) to run this report after hours on the last day of the month.

**Reports > Accounts Receivable > Collections > Insurance Aging Analysis**

**Columns:** Rendering, Excpt Amt, 0-30, 31-60, 61-90, 91-120, 151-180, 180-up, Ln Itm Amt

**Totals:** Remove Subtotal Prefix “Totals For”; Select checkbox “Total lines only”; Remove the green checks from the Totals column (scroll down) – this will remove the amounts from the parenthesis.

**Filter 1:** Process Date: The first report will be run for the month prior to the current month end that you are trying to balance; the second report will be run for the period that you are trying to balance (typically “Previous Month End”)

**Sorting:** Group: Ascending by Rendering

Example:

**The Fusion Medical Practice  
Insurance Aging Analysis**

Line Item  
As of 6/30/2008

7/11/08 11:11 AM

	0-30	31-60	61-90	91-120	121-150	151-180	181-up	Ln Itm Amt
<No Rendering>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.00	\$156.00
<Unapplied>	-\$909.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$909.50
Aran MD, Josphe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,713.63	\$16,713.63
Armstrong MD, Roger	\$1,848.20	\$355.00	\$205.00	\$1,847.00	\$0.00	\$1,862.62	\$27,169.93	\$33,287.75
ASC, Fusion	\$0.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,991.26	\$2,551.26
Beyer, MD, Donald	\$100.00	\$285.80	\$0.00	\$0.00	\$0.00	\$0.00	\$974.11	\$1,359.91
Carlisle MD, Deanna	\$444.63	\$14.00	\$35.00	\$1,376.00	\$5.00	\$169.00	\$31,802.20	\$33,845.83
Charles PA, Paul	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$1,602.25	\$1,677.25
Ferguson ARNP, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.58	\$1,700.58
Harvey MD, Stephen	\$45.00	\$89.25	\$215.00	\$0.00	\$0.00	\$0.00	\$16,253.46	\$16,602.71
King MD, Eugene	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,366.59	\$6,666.59
Mann MD, Cheryl	\$0.00	\$0.00	\$0.00	\$145.00	\$0.00	\$120.00	\$16,025.22	\$16,290.22
Mann MD, Richard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,416.37	\$1,416.37
Smith MD, George	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,801.94	\$3,801.94
Watson MD, Stewart	\$372.63	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,044.34	\$21,466.97
<b>TOTALS</b>	<b>\$2,200.96</b>	<b>\$1,354.05</b>	<b>\$530.00</b>	<b>\$3,368.00</b>	<b>\$5.00</b>	<b>\$2,151.62</b>	<b>\$147,017.88</b>	<b>\$156,627.51</b>

**NOTE:** The Insurance Aging Analysis report is “real-time”. If you are using the Process Date Override feature, or if the Insurance Aging Analysis report is not run **after** the close of business on the last day of the month and **prior to** any charges, payments, adjustments, and/or refunds being entered, these reports will not balance unless you use the Filter 1 options of all charge statuses.

**Report Filter: Insurance Aging Analysis**

Sliding Fee Schedules | Referring Phys | Marketing Plan Type | Patient Status

Payer Network: | Service Items | Diagnosis Codes | Payer Classification:

Partner/Non-Partner: | Physician/Non-Physici... | Company: | Location SubGrp 2

Resp Payers | Locations | Practices | Rendering Phys

Totals | Filter 1 | Filter 2 | Sorting

Include records that meet the following conditions:

Process Date: Previous Month End | 06/30/2008

Aging Dates: Date of Service

Aging Inv Dates: Date of Service

Charge Status:  Bad Debt  Billed  History  Rebill  Unbilled

## Accounts Receivable Reports

### Receivable Analysis Reports

**IMPORTANT NOTE:** The logic behind the three Receivable Analysis Reports is different in the following versions of NEXTGEN® EPM:

5.5.27 and prior: The reports are charge based and work the same as the Service Item Summary report. Charges shown are based on the charge process date. Transactions tie back to those charges.

5.5.28: The reports are not charge based and work the same as the Monthly Change in A/R report. Charges and transactions shown are based on process date. Transactions are independent from charges.

5.6.x: The reports are charge based and work the same as the Service Item Summary report. Charges shown are based on the charge process date. Transactions tie back to those charges.

### Receivable Analysis by Age

**Purpose:** This report provides all outstanding balances broken down by age. The report shows total charges by age (based on the charge process date), total transactions posted against those charges, and the remaining outstanding balances. This report provides the same information as the Receivable Analysis by Type report with a different column display

#### Reports > Accounts Receivable > Receivable Analysis > By Age

**Columns:** Sect Name, Age, Chg Amt, Third Party Pay, Third Party Adj, Pat Adj Amt, Third Party Ref, Pat Ref Amt, Net

**Sorting:** Group by: Sect Name (**NOTE:** This separates the Bad Debt A/R from the regular A/R) Ascending by Age

Example:		The Fusion Medical Practice Receivable Analysis By Age As of 7/28/2008							
7/28/08 11:10 AM									
	Age	Chg Amt	Third Party Pay	Pat Pay Amt	Third Party Adj	Pat Adj Amt	Third Party Ref	Pat Ref Amt	Net
<b>Accounts Receivable</b>									
	0-30	\$677.63	\$0.00	\$0.00	-\$185.00	\$0.00	\$0.00	\$0.00	\$492.63
	31-60	\$4,120.26	-\$619.80	-\$301.00	-\$140.00	-\$11.00	\$0.00	\$0.00	\$3,048.46
	61-90	\$1,801.05	-\$438.03	-\$100.00	-\$216.27	\$0.00	\$0.00	\$0.00	\$1,046.75
	91-120	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00
	121-150	\$4,289.00	-\$75.50	-\$515.00	-\$174.50	-\$151.00	\$0.00	\$0.00	\$3,373.00
	181-up	\$386,646.99	-\$143,238.87	-\$30,745.02	-\$55,853.84	-\$22,553.27	\$3,766.38	\$824.59	\$138,846.96
<b>Totals for Accounts Receivable</b>		<b>\$397,814.93</b>	<b>-\$144,372.20</b>	<b>-\$31,661.02</b>	<b>-\$56,569.61</b>	<b>-\$22,715.27</b>	<b>\$3,766.38</b>	<b>\$824.59</b>	<b>\$147,087.80</b>
<b>Bad Debt</b>									
	31-60	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
	181-up	\$4,992.52	-\$464.00	-\$165.00	-\$219.00	\$0.00	\$0.00	\$0.00	\$4,144.52
<b>Totals for Bad Debt</b>		<b>\$5,042.52</b>	<b>-\$464.00</b>	<b>-\$165.00</b>	<b>-\$219.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,194.52</b>
<b>TOTALS</b>		<b>\$402,857.45</b>	<b>-\$144,836.20</b>	<b>-\$31,826.02</b>	<b>-\$56,788.61</b>	<b>-\$22,715.27</b>	<b>\$3,766.38</b>	<b>\$824.59</b>	<b>\$151,282.32</b>

### Receivable Analysis by Type

**Purpose:** This report provides all outstanding balances broken down by age. The report shows total charges by age (based on the charge process date), total transactions posted against those charges, and the remaining outstanding balances.

This report provides the same information as the Receivable Analysis by Age report with a different column display

**Reports > Accounts Receivable > Receivable Analysis > By Type**

**Columns:** Sect Name, Type Desc, 0-30, 31-60, 61-90, 91-120, 121-150, 151-180, 181-up, Total

**Sorting:** Group by: Sect Name  
Ascending by Type Desc

<b>Example:</b>		<b>The Fusion Medical Practice Receivable Analysis By Type As of 7/28/2008</b>							
7/28/08 11:22 AM		<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-150</b>	<b>151-180</b>	<b>181-up</b>	<b>Total</b>
<b>Accounts Receivable</b>									
	Charges	\$677.63	\$4,120.26	\$1,801.05	\$280.00	\$4,289.00	\$0.00	\$386,646.99	\$397,814.93
	Payments	\$0.00	-\$920.80	-\$538.03	\$0.00	-\$590.50	\$0.00	-\$173,983.89	-\$176,033.22
	Adjustments	-\$185.00	-\$151.00	-\$216.27	\$0.00	-\$325.50	\$0.00	-\$78,407.11	-\$79,284.88
	Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,590.97	\$4,590.97
<b>Totals for Accounts Receivable</b>		<b>\$492.63</b>	<b>\$3,048.46</b>	<b>\$1,046.75</b>	<b>\$280.00</b>	<b>\$3,373.00</b>	<b>\$0.00</b>	<b>\$138,846.96</b>	<b>\$147,087.80</b>
<b>Bad Debt</b>									
	Charges	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,992.52	\$5,042.52
	Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$629.00	-\$629.00
	Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$219.00	-\$219.00
<b>Totals for Bad Debt</b>		<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,144.52</b>	<b>\$4,194.52</b>
<b>TOTALS</b>		<b>\$492.63</b>	<b>\$3,098.46</b>	<b>\$1,046.75</b>	<b>\$280.00</b>	<b>\$3,373.00</b>	<b>\$0.00</b>	<b>\$142,991.48</b>	<b>\$151,282.32</b>

### Receivable Analysis by Month

**Purpose:** This report provides all outstanding balances broken down by month. The report shows total charges by month (based on the charge process date), total transactions posted against those charges, and the remaining outstanding balances.

**Reports > Accounts Receivable > Receivable Analysis > By Month**

**Columns:** Sect Name, Month, Chg Amt, Third Party Pay, Third Party Adj, Pat Adj Amt, Third Party Ref, Pat Ref Amt, Net

**Sorting:** Group by: Sect Name (**NOTE:** This separates the Bad Debt A/R from the regular A/R)  
Descending by Month

<b>Example:</b>									
<b>The Fusion Medical Practice</b>									
<b>Receivable Analysis By Month</b>									
<b>As of 7/28/2008</b>									
<b>7/28/08 11:16 AM</b>									
	<b>Month</b>	<b>Chg Amt</b>	<b>Third Party Pay</b>	<b>Pat Pay Amt</b>	<b>Third Party Adj</b>	<b>Pat Adj Amt</b>	<b>Third Party Ref</b>	<b>Pat Ref Amt</b>	<b>Net</b>
<b>Accounts Receivable</b>									
	MTD July	\$446.63	\$0.00	\$301.50	\$0.00	\$0.00	\$0.00	\$0.00	\$748.13
	June 2008	\$9,506.26	-\$845.80	-\$391.00	-\$523.83	\$0.00	\$0.00	\$0.00	\$7,745.63
	May 2008	\$1,108.05	-\$202.00	-\$45.00	-\$53.80	-\$11.00	\$0.00	\$0.00	\$796.25
	April 2008	\$1,371.00	-\$49.53	\$0.00	-\$37.97	\$0.00	\$0.00	\$0.00	\$1,283.50
	March 2008	\$3,847.00	-\$36.00	-\$500.00	-\$149.00	-\$106.00	\$0.00	\$0.00	\$3,056.00
	February 2008	\$3,795.00	\$0.00	\$0.00	\$0.00	-\$45.00	\$0.00	\$0.00	\$3,750.00
	January 2008	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
	December 2007	\$6,006.00	-\$1,852.39	-\$120.38	-\$419.85	-\$175.00	\$0.00	\$0.00	\$3,438.38
	November 2007	\$1,045.00	\$0.00	-\$20.00	\$0.00	\$100.00	\$0.00	\$0.00	\$1,125.00
	October 2007	\$1,254.00	-\$264.00	-\$40.60	-\$146.00	\$113.00	\$0.00	\$0.00	\$916.40
	September 2007	\$3,066.75	-\$1,087.03	-\$45.00	-\$253.67	\$65.50	\$0.00	\$0.00	\$1,746.55
	August 2007	\$6,605.00	-\$1,005.85	-\$75.40	-\$226.64	\$0.00	\$0.00	\$0.00	\$5,297.11
	July 2007	\$7,647.21	-\$1,396.33	-\$479.07	-\$189.00	-\$1,508.30	\$50.00	\$0.00	\$4,124.51
	June 2007	\$6,737.26	-\$535.31	-\$341.00	-\$164.85	-\$458.13	\$0.00	\$0.00	\$5,237.97
	May 2007	\$2,847.25	-\$677.54	-\$135.00	-\$318.11	-\$36.00	\$0.00	\$0.00	\$1,680.60
	Prior May 2007	\$342,477.52	-\$136,420.42	-\$29,770.07	-\$54,086.89	-\$20,654.34	\$3,716.38	\$824.59	\$106,086.77
	<b>Totals for Accounts Receivable</b>	<b>\$397,814.93</b>	<b>-\$144,372.20</b>	<b>-\$31,661.02</b>	<b>-\$56,569.61</b>	<b>-\$22,715.27</b>	<b>\$3,766.38</b>	<b>\$824.59</b>	<b>\$147,087.80</b>
<b>Bad Debt</b>									
	May 2008	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
	September 2007	\$25.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$80.00
	July 2007	\$1,105.00	\$0.00	\$0.00	\$0.00	-\$55.00	\$0.00	\$0.00	\$1,050.00
	Prior May 2007	\$3,862.52	-\$464.00	-\$165.00	-\$219.00	\$0.00	\$0.00	\$0.00	\$3,014.52
	<b>Totals for Bad Debt</b>	<b>\$5,042.52</b>	<b>-\$464.00</b>	<b>-\$165.00</b>	<b>-\$219.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,194.52</b>
	<b>TOTALS</b>	<b>\$402,857.45</b>	<b>-\$144,836.20</b>	<b>-\$31,826.02</b>	<b>-\$56,788.61</b>	<b>-\$22,715.27</b>	<b>\$3,766.38</b>	<b>\$824.59</b>	<b>\$151,282.32</b>

### Outstanding A/R by Current Responsible Financial Class/Payer

**Purpose:** Provide a report that tracks all outstanding balances to the financial class or payer where the balance resides. For example, if a patient has Medicare and Blue Cross and Medicare has paid their balance, this report will display the remaining balance as outstanding to Blue Cross.

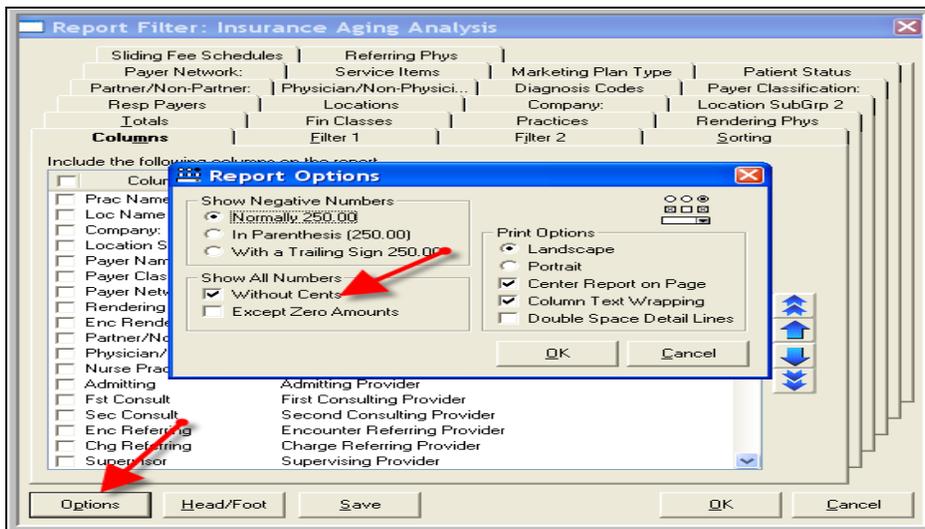
**Reports > Accounts Receivable > Collections > Insurance Aging Analysis**

**Columns:** Fin Class (and/or Payer Name), Ins1 Amt, Ins2 Amt, Ins3 Amt, Pat Amt, 0-30, 31-60, 61-90, 91-120, 121-150, 181-up, Ln Itm Amt

**Totals:** Remove Subtotal Prefix "Totals For"; Select checkbox "Total lines only"; Remove the green checks from the Totals column (scroll down) – this will remove the amounts from the parenthesis.

**Sorting:** Group: by Fin Class

**Options:** Select the checkbox "Without Cents" - This provides room on the page for more columns.



**Example:**

**The Fusion Medical Practice  
Insurance Aging Analysis**

7/12/08 5:52 PM

Line Item	As of 7/12/2008											
	Ins1 Amt	Ins2 Amt	Ins3 Amt	Pat Amt	0-30	31-60	61-90	91-120	121-150	151-180	181-up	Ln Itm Amt
<Unapplied>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Auto Accident	\$429	\$256	\$0	\$15	\$200	\$0	\$0	\$0	\$0	\$0	\$450	\$650
BCBS	\$22,382	\$109	\$0	\$566	\$304	\$630	\$215	\$135	\$352	\$0	\$21,316	\$22,952
Commercial	\$34,610	\$671	-\$50	\$1,472	-\$214	\$125	\$0	\$0	\$1,353	\$110	\$34,743	\$36,117
Dental	\$100	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50	\$100
HMO	\$24,739	\$430	\$0	\$1,564	-\$65	\$210	\$44	\$175	\$1,025	\$0	\$25,167	\$26,556
Invoice	\$0	\$0	\$0	\$506	\$300	\$0	\$0	\$0	\$0	\$0	\$206	\$506
Medicaid	\$7,639	\$16	\$0	\$52	-\$20	\$0	\$0	\$0	\$0	\$0	\$7,707	\$7,687
Medicare	\$20,106	\$339	\$0	\$253	-\$30	\$0	\$75	\$0	\$0	\$0	\$20,624	\$20,669
Patient Pay	\$0	\$0	\$0	\$28,134	\$1,481	\$44	\$13	\$265	\$273	\$360	\$25,675	\$28,110
Work Comp	\$3,815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,815	\$3,815
<b>TOTALS</b>	<b>\$113,820</b>	<b>\$1,821</b>	<b>-\$50</b>	<b>\$32,562</b>	<b>\$1,956</b>	<b>\$1,059</b>	<b>\$347</b>	<b>-\$575</b>	<b>\$3,003</b>	<b>-\$470</b>	<b>\$139,753</b>	<b>\$147,162</b>

### Outstanding Medicare Secondary Balances

**Purpose:** Identify balances for encounters where Medicare was primary and the secondary balance has not been paid. The logic in this report pulls all balances by the primary payer. By limiting the primary financial class to Medicare, it allows the reporting of only the balances that are secondary to Medicare.

**Reports > Accounts Receivable > Collections > Insurance Detail**

**Columns:** E//A/B, Name, Dt of Svc, Last Bill Dt, Sec Payer, Chg Amt, Ins2 Amt, Ln Itm Amt, Age

**Filter 1:** Select Unapplied Trans..."Exclude" option. Change Aging Date to "Last Bill Date" Optionally, the Aging Days can be modified to include only claims beyond a certain age.

**Filter 2:** Ins2 Amt "Greater than \$0.00"

**Fin Classes:** Include Medicare only

**Sorting:** Group: by Sec Payer  
Sort: Ascending by Name

<b>Example:</b>		<b>The Fusion Medical Practice Collections Insurance Detail</b>							
<b>7/12/08 6:05 PM</b>		<b>E//A/B</b>	<b>Name</b>	<b>Dt of Svc</b>	<b>Lst Bill Dt</b>	<b>Chg Amt</b>	<b>Ins2 Amt</b>	<b>Ln Itm Amt</b>	<b>Age</b>
<b>AARP</b>									
	151 0	Black, Jeannette	02/04/2006	10/18/2007	\$75.00	\$2.15	\$2.15	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$50.00	\$6.23	\$6.23	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$75.00	\$15.00	\$15.00	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$15.00	\$3.00	\$3.00	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$20.00	\$4.00	\$4.00	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$60.00	\$6.31	\$6.31	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$15.00	\$3.00	\$3.00	1 81-up	
	831	Jones, Casey	12/13/2005	08/06/2007	\$25.00	\$5.00	\$5.00	1 81-up	
	832	Jones, Casey	12/13/2005	10/18/2007	\$50.00	\$6.23	\$6.23	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$20.00	\$4.00	\$4.00	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$60.00	\$8.00	\$8.00	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$50.00	\$5.00	\$5.00	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$45.00	\$3.11	\$3.11	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$350.00	\$20.45	\$20.45	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$50.00	\$7.80	\$7.80	1 81-up	
	81 9	Sampson, Annette	12/13/2005	10/18/2007	\$35.00	\$4.00	\$4.00	1 81-up	
						<b>\$103.28</b>	<b>\$103.28</b>		
<b>AARP (\$103.28)</b>									
<b>Aetna HMO</b>									
	1292	George, Regina	04/21/2006	10/18/2007	\$350.00	\$94.00	\$94.00	1 81-up	
	1292	George, Regina	04/21/2006	10/18/2007	\$50.00	\$4.00	\$4.00	1 81-up	
	1292	George, Regina	04/21/2006	10/18/2007	\$35.00	\$5.50	\$5.50	1 81-up	
						<b>\$103.50</b>	<b>\$103.50</b>		
<b>Aetna HMO (\$103.50)</b>									
<b>BCBS Out Of State</b>									
	991	Johnson, Nancy	03/27/2006	10/18/2007	\$28.00	\$2.55	\$2.55	1 81-up	
	991	Johnson, Nancy	03/27/2006	10/18/2007	\$75.00	\$10.55	\$10.55	1 81-up	
	991	Johnson, Nancy	03/27/2006	10/18/2007	\$180.00	\$4.50	\$4.50	1 81-up	
						<b>\$17.60</b>	<b>\$17.60</b>		
<b>BCBS Out Of State (\$17.60)</b>									
<b>HDMC</b>									
	1201	Davis, Frances H	06/23/2006	08/02/2007	\$110.00	\$11.56	\$11.56	1 81-up	
	1201	Davis, Frances H	06/23/2006	08/02/2007	\$125.00	\$5.11	\$5.11	1 81-up	
						<b>\$16.67</b>	<b>\$16.67</b>		
<b>HDMC (\$16.67)</b>									
<b>Medicaid</b>									
	863	Madison, James	01/30/2006	10/18/2007	\$28.00	\$1.50	\$1.50	1 81-up	
	863	Madison, James	01/30/2006	10/18/2007	\$65.00	\$10.00	\$10.00	1 81-up	
						<b>\$11.50</b>	<b>\$11.50</b>		
<b>Medicaid (\$11.50)</b>									

**NOTE:** You can right-click on the data from the report and select "Totals Only" to obtain a summary of the outstanding balances by secondary payer.

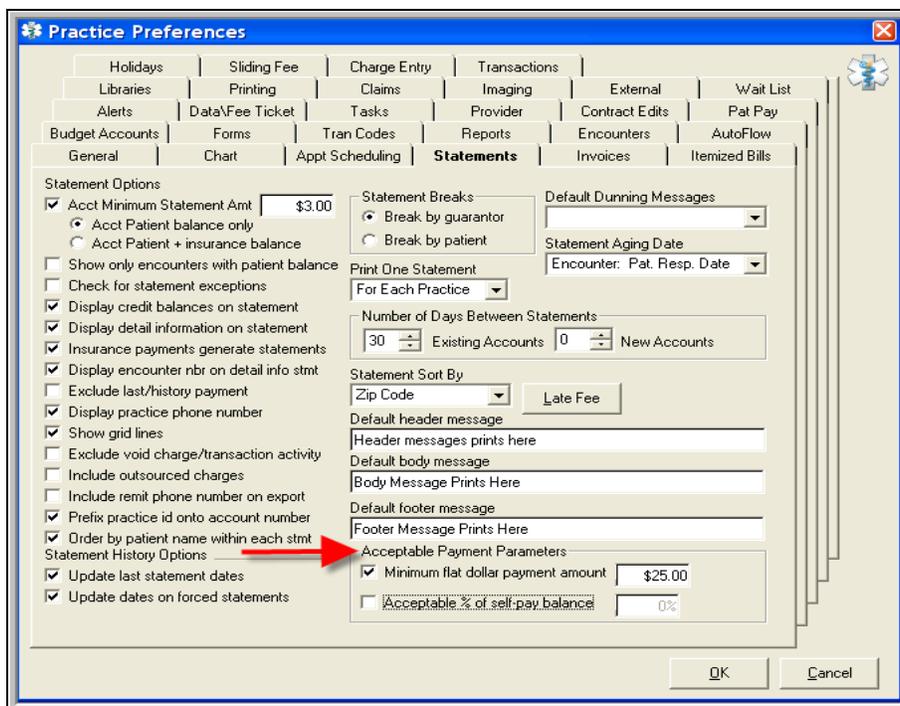
### Patient Balances at the Account Level

**Purpose:** Identify all accounts with outstanding patient balances where the patient/guarantor is not making adequate payments.

**NOTE:** Using this report requires that the “Statement Counter” functionality is enabled. This feature counts each statement that the patient has received without making an acceptable payment (as determined in practice preferences). Once an acceptable payment is made, the statement counter is reset to “0” and starts counting again when the next statement is sent. For example, if a patient receives three statements without making a payment they will have a statement counter of “3”. Once they make an acceptable payment (applied at the **account** level), their statement counter will revert back to “0”.



To enable this functionality, go to Practice Preferences > Statements Tab and determine the acceptable payment parameter(s) that will reset the statement counter back to zero. Either the minimum amount or the acceptable percentage can be used. If both are used, the payment must meet **both** criteria before resetting the statement counter.



**Reports > Accounts Receivable > Collections > Account Summary**

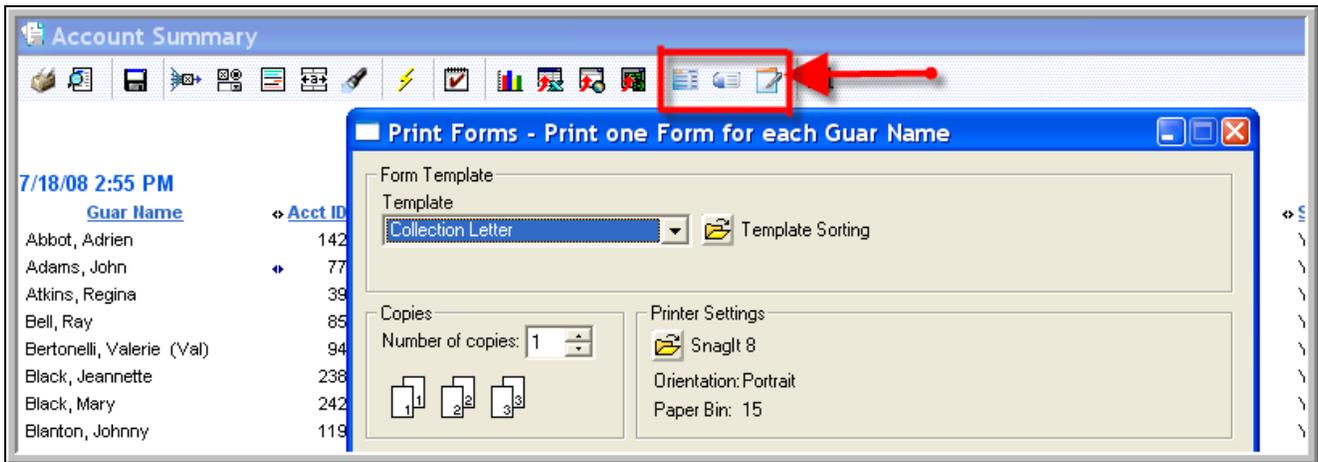
**Columns:** Guar Name, Acct ID, Ins1 Amt, Ins2 Amt, Ins3 Amt, Pat Amt, Acct Bal, Bad Debt, Unappld Amt, Stmt, Nxt Stmt Dt, Lst Self Pay Dt, Stmt Counter

**Filter 2:** Pat Amt "Greater than \$0"; *Optionally* Stmt Counter "Greater than 3" can be used to identify patients not making adequate payments

**Sorting:** Ascending by Guar Name

The Fusion Medical Practice Collections Account Summary												
7/18/08 2:55 PM												
Guar Name	AcctID	Ins1 Amt	Ins2 Amt	Ins3 Amt	Pat Amt	Acct Bal	Bad Debt	Unappld Amt	Stmt	Nxt Stmt Dt	Lst Self PayDt	Stmt Cou
Abbot, Adrien	142	\$0.00	\$0.00	\$0.00	\$1,228.00	\$1,228.00	\$1,064.00	\$0.00	Y	06/28/2008		7
Adams, John	77	\$1,908.30	\$0.00	\$0.00	\$80.00	\$1,988.30	\$0.00	\$0.00	Y	07/11/2008	04/20/2006	6
Atkins, Regina	39	\$198.00	\$0.00	\$0.00	\$1,681.00	\$1,879.00	\$1,679.00	-\$20.00	Y	11/03/2007	06/23/2005	4
Bell, Ray	85	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00	\$0.00	-\$25.00	Y	07/11/2008	11/06/2006	6
Bertonelli, Valerie (Val)	94	\$436.00	\$0.00	\$0.00	\$379.00	\$815.00	\$0.00	\$0.00	Y	06/28/2008	08/29/2006	6
Black, Jeannette	238	\$123.00	\$2.15	\$0.00	\$15.00	\$140.15	\$0.00	\$0.00	Y	07/11/2008		6
Black, Mary	242	\$0.00	\$0.00	\$0.00	\$14.12	\$14.12	\$0.00	-\$10.00	Y	07/11/2008		4
Blanton, Johnny	119	\$0.00	\$0.00	\$0.00	\$565.00	\$565.00	\$100.00	\$0.00	Y	06/28/2008	07/18/2007	6
Bob, Sponge (Bob)	198	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Y	11/03/2007		4
Bonds, James	156	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00	\$0.00	\$0.00	Y	07/11/2008		6
Boving, Candi	228	\$85.00	\$0.00	\$0.00	\$20.00	\$105.00	\$0.00	\$0.00	Y	07/11/2008		6
Boyle, Karen	148	\$55.00	\$0.00	\$0.00	\$110.00	\$165.00	\$0.00	\$0.00	Y	06/28/2008	06/23/2005	6
Boyle, Ken X	138	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	\$0.00	\$0.00	Y	07/11/2008		6
Bradey, Jay	157	\$0.00	\$0.00	\$0.00	\$83.53	\$83.53	\$0.00	\$0.00	Y	06/28/2008	12/20/2006	7

**NOTE:** New functionality in version 5.5 allows generation of Forms, Letters and/or Labels directly from the report. To utilize this functionality, do not **group** the report data. Also note, it is **not** necessary to include all the columns in the report that you want to print on the form.



**Patient Balances at the Line Item/Encounter Level**

**Purpose:** Identify all line items with outstanding patient balances.

**Reports > Accounts Receivable > Collections > Insurance Aging Analysis**

**Columns:** Pat Name, E//A/B, Dt of Svc, Pat Resp Dt, Sv It, Ins1 Amt, Ins2 Amt, Ins3 Amt, Pat Amt, Ln Itm Amt

**Filter 1:** Remove the check from “invoices”; Aging Dates = Date of Patient Responsibility

***NOTE:** The “Date of Patient Responsibility” is automatically added at the **encounter** level once all insurance balances are zero. If there is an insurance balance outstanding on the encounter, the “Date of Patient Responsibility” will be blank. If you prefer to include all patient balances, even those with outstanding insurance balances, it is better to select a different aging criteria.*

**Filter 2:** Pat Amt is greater than \$0.00

**Totals:** Remove Subtotal Prefix “Totals For”; Select checkbox “Total lines only”; Remove the green checks from the Totals column (scroll down) – this will remove the amounts from the parenthesis.

**Sorting:** Group by Pat Name; Ascending by E//A/B; Ascending by Dt of Svc

<b>Example:</b>									
<b>The Fusion Medical Practice</b>									
<b>Insurance Aging Analysis</b>									
Line Item									
As of 7/21/2008									
7/21/08 10:40 AM	E//A/B	Dt of Svc	Pat Resp Dt	Sv It	Ins1 Amt	Ins2 Amt	Ins3 Amt	Pat Amt	Ln Itm Amt
<b>Abbot, Adrien</b>	1793	12/24/2007	01/29/2008	92014	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
	1793	12/24/2007	01/29/2008	90632	\$0.00	\$0.00	\$0.00	\$84.00	\$84.00
	1793	12/24/2007	01/29/2008	90471	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$164.00</b>	<b>\$164.00</b>
<b>Abbot, Adrien</b>									
<b>Adams, John</b>	723	11/02/2005		99281	\$80.00	\$0.00	\$0.00	\$20.00	\$100.00
	937	03/04/2006		70551	\$1,030.00	\$0.00	\$0.00	\$20.00	\$1,050.00
	1299	07/27/2006		20605	\$60.00	\$0.00	\$0.00	\$20.00	\$80.00
	1715	08/01/2007		87070	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
					<b>\$1,170.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$80.00</b>	<b>\$1,250.00</b>
<b>Adams, John</b>									
<b>Addams, Morticia</b>	761	11/08/2005	10/12/2006	73000	\$0.00	\$0.00	\$0.00	\$12.80	\$12.80
	761	11/08/2005	10/12/2006	80051	\$0.00	\$0.00	\$0.00	\$2.00	\$2.00
	928	03/04/2006	06/20/2008	99382	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
	928	03/04/2006	06/20/2008	90707	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
	928	03/04/2006	06/20/2008	90700	\$0.00	\$0.00	\$0.00	\$4.00	\$4.00
	928	03/04/2006	06/20/2008	90471	\$0.00	\$0.00	\$0.00	\$3.00	\$3.00
	1871	05/22/2008		99203	\$40.00	\$0.00	\$0.00	\$5.00	\$45.00
	1871	05/22/2008		92014	\$60.00	\$0.00	\$0.00	\$5.00	\$65.00
					<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41.80</b>	<b>\$141.80</b>
<b>Addams, Morticia</b>									

## Practice Management Benchmarking Reports

### Percent of Aged Categories to Total A/R

**Purpose:** Provide the information necessary to do a calculation of each aged category as percentage of total A/R.

**Reports > Accounts Receivable > Receivable Analysis > By Age**

**Columns:** Sect Name, Fin Class, 0-30, 31-60, 61-90, 91-120, 121-150, 151-180, 181-up, Total

**Filter 1:** Aging Dates: Date of Service

**Sorting:** Group by Sect Name; Ascending by Age

**NOTE:** Any of the aging date criteria can be used. To calculate "re-aged" accounts receivable consider using the Last Bill Date option.

<b>Example:</b>		<b>The Fusion Medical Practice Receivable Analysis By Type As of 10/29/2008</b>								
<b>10/29/08 12:51 PM</b>		<b>Fin Class</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-150</b>	<b>151-180</b>	<b>181-up</b>	<b>Total</b>
<b>Accounts Receivable</b>										
	Auto Accident	\$1,770.00	\$225.99	\$100.00	\$219.64	\$470.63	-\$51.00	-\$4,061.04		-\$1,325.78
	BCBS	\$0.00	\$0.00	\$0.00	\$0.00	\$265.00	\$0.00	\$1,930.50		\$2,195.50
	Commercial	\$190.00	\$125.00	\$0.00	\$20.38	\$464.00	\$4,245.00	\$23,244.26		\$28,288.64
	Dental	\$358.00	\$75.00	\$45.00	\$7,496.17	\$458.63	\$155.00	\$40,672.84		\$49,260.64
	HMO	\$0.00	\$0.00	\$0.00	\$3.53	\$50.00	\$0.00	\$1,661.87		\$1,715.40
	Medicaid	\$390.00	\$995.00	\$275.00	\$18.91	\$471.20	\$110.00	\$29,018.60		\$31,276.71
	Medicare	\$0.00	\$0.00	\$0.00	\$10.91	\$80.00	\$0.00	\$8,830.25		\$8,921.16
	Patient Pay:	\$447.53	-\$50.99	\$195.00	\$149.69	\$1,073.51	\$0.00	\$19,446.37		\$21,261.11
	Work Comp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$498.00		-\$498.00
		\$0.00	\$0.00	\$0.00	\$606.37	\$80.00	\$0.00	\$3,993.07		\$4,679.44
	<b>Totals for Accounts R...</b>	<b>\$3,155.53</b>	<b>\$1,370.00</b>	<b>\$615.00</b>	<b>\$8,525.60</b>	<b>\$3,412.97</b>	<b>\$4,459.00</b>	<b>\$124,238.72</b>		<b>\$145,776.82</b>
<b>Bad Debt</b>										
	BCBS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$2,132.52		\$2,182.52
	Commercial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00		\$21.00
	HMO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00		\$14.00
	Medicaid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00		\$20.00
	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,679.00		\$1,679.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278.00		\$278.00
	<b>Totals for Bad Debt</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$4,144.52</b>		<b>\$4,194.52</b>
	<b>TOTALS</b>	<b>\$3,155.53</b>	<b>\$1,370.00</b>	<b>\$615.00</b>	<b>\$8,525.60</b>	<b>\$3,412.97</b>	<b>\$4,509.00</b>	<b>\$128,383.24</b>		<b>\$149,971.34</b>

Formula for calculation:

Total for each aged period divided by Total A/R amount (can be exported Excel and calculated)

		<b>Receivable Analysis By Type As of 10/29/2008</b>								
<b>10/29/2008 12:51 PM</b>		<b>Fin Class</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-150</b>	<b>151-180</b>	<b>181-up</b>	<b>Total</b>
<b>Accounts Receivable</b>										
	Auto Accident	\$1,770.00	\$ 225.99	\$100.00	\$ 219.64	\$ 470.63	\$ (51.00)	\$ (4,061.04)		\$ (1,325.78)
	BCBS	\$ -	\$ -	\$ -	\$ -	\$ 265.00	\$ -	\$ 1,930.50		\$ 2,195.50
	Commercial	\$ 190.00	\$ 125.00	\$ -	\$ 20.38	\$ 464.00	\$4,245.00	\$ 23,244.26		\$ 28,288.64
	Dental	\$ 358.00	\$ 75.00	\$ 45.00	\$7,496.17	\$ 458.63	\$ 155.00	\$ 40,672.84		\$ 49,260.64
	HMO	\$ -	\$ -	\$ -	\$ 3.53	\$ 50.00	\$ -	\$ 1,661.87		\$ 1,715.40
	Medicaid	\$ 390.00	\$ 995.00	\$275.00	\$ 18.91	\$ 471.20	\$ 110.00	\$ 29,018.60		\$ 31,276.71
	Medicare	\$ -	\$ -	\$ -	\$ 10.91	\$ 80.00	\$ -	\$ 8,830.25		\$ 8,921.16
	Patient Pay:	\$ 447.53	\$ (50.99)	\$195.00	\$ 149.69	\$1,073.51	\$ -	\$ 19,446.37		\$ 21,261.11
	Work Comp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (498.00)		\$ (498.00)
		\$ -	\$ -	\$ -	\$ 606.37	\$ 80.00	\$ -	\$ 3,993.07		\$ 4,679.44
	<b>Totals for Accounts Receivable</b>	<b>\$3,155.53</b>	<b>\$1,370.00</b>	<b>\$615.00</b>	<b>\$8,525.60</b>	<b>\$3,412.97</b>	<b>\$4,459.00</b>	<b>\$ 124,238.72</b>		<b>\$145,776.82</b>
			2%	1%	0%	6%	2%	3%		85%

### Days in Accounts Receivable

**Purpose:** Provide the information necessary to do a calculation of the average number of days in gross charges that are still outstanding.

**Reports > Monthly > Changes in Accounts Receivable > By Encounter**

**Columns:** Chg Amt, Ending A/R

**Filter 1:** Process Date: the last 90 or 365 day period (both options are commonly used)

**NOTE:** The logic of this report **includes bad debt** balances in the ending A/R total. To obtain an ending A/R balance without the bad debt for this calculation, it will be necessary to use a different report that separates the bad debt total. The "Receivable Analysis by Age and Type" report referenced earlier in this guide will provide an ending A/R total that separates the bad debt.

The Fusion Medical Practice Monthly Changes in A/R - Primary Payer From 9/20/2007 to 9/19/2008		
9/19/08 10:20 PM	<u>Chg Amt</u>	<u>Ending A/R</u>
	\$151,583.68	\$21,851.81
<b>TOTALS</b>	<u>\$151,583.68</u>	<u>\$21,851.81</u>

Take the Charge amount and divide it by 365 to calculate the Average Daily Charges

Divide the Ending A/R amount by the Average Daily Charge

Formula for calculation:

Total charges for the 365 day period = \$151,583.68

Total charges divided by 365 = \$415.30

Ending A/R amount = \$21,851.81

Divided by the average daily charges = 53 days in A/R

**Productivity by Provider**

**Purpose:** Provide total productivity information by Rendering Provider, including charges, payments and RVU values

**Reports > Monthly > Transactions > By Encounter > Summary**

**Columns:** Provider subgrouping (optional), Rendering, Chg Count, Work RVU Total, Chg Amt, Pay Amt, Practice Non-Facility RVU Total, Practice Facility RVU Total, Malpractice RVU Total

**NOTE:** The RVU components are labeled in Enterprise Preferences > RVU tab.

**Filter 1:** Process Date: Past month (or whatever period to evaluate)

**Sorting:** Group by Provider subgrouping (optional), ascending by Rendering

**NOTE:** In this example Provider Sub-Groupings have been used to segregate the rendering providers. Provider sub-groupings are labeled in Enterprise Preferences; the selection options are created in File Maintenance > Master Lists; and attached to the provider master files in the System tab.

<b>Example:</b>		<b>The Fusion Medical Practice Transaction Summary - Primary Payer From 1/1/2008 to 9/28/2008</b>							
<b>10/29/08 2:26 PM</b>		<b>Rendering</b>	<b>Chg Count</b>	<b>Chg Amt</b>	<b>Pay Amt</b>	<b>Work Total</b>	<b>Practice Non-Facility: Total</b>	<b>Practice Facility: Total</b>	<b>Malpractice: Total</b>
<b>Partner</b>									
	Aran MD, Josphe	29	\$39,655.31	-\$9,027.40	20.79	9.38	3.86	0.39	
	Armstrong MD, Roger	128	\$11,318.59	\$14,270.09	210.30	125.95	82.02	8.17	
	Beyer, MD, Donald	14	\$991.75	-\$202.00	20.61	10.13	9.27	0.95	
	Harvey MD, Stephen	33	\$16,399.54	-\$7,621.56	37.12	25.52	18.08	1.26	
	Mann MD, Cheryl	24	\$9,580.39	-\$8,296.72	48.16	34.83	31.11	1.76	
	<b>Totals for Partner (5)</b>	<b>228</b>	<b>\$77,945.58</b>	<b>-\$10,877.59</b>	<b>336.98</b>	<b>205.81</b>	<b>144.34</b>	<b>12.53</b>	
<b>Employee</b>									
	Smith MD, George	3	\$23.96	-\$1,085.00	0.00	0.00	0.00	0.00	
	<b>Totals for Employee (1)</b>	<b>3</b>	<b>\$23.96</b>	<b>-\$1,085.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Associate</b>									
	Carlisle MD, Deanna	63	\$10,384.36	-\$6,521.97	128.97	94.28	81.17	4.81	
	Watson MD, Stewart	41	\$7,347.08	-\$8,119.60	36.47	12.96	11.80	1.41	
	<b>Totals for Associate (2)</b>	<b>104</b>	<b>\$17,731.44</b>	<b>-\$14,641.57</b>	<b>165.44</b>	<b>107.24</b>	<b>92.97</b>	<b>6.22</b>	
	<b>TOTALS (8)</b>	<b>335</b>	<b>\$95,700.98</b>	<b>-\$26,604.16</b>	<b>502.42</b>	<b>313.05</b>	<b>237.31</b>	<b>18.75</b>	

### Productivity by Department and Modality

**Purpose:** Provide productivity information by Department

**Reports > Monthly > Transactions > By Encounter > Summary**

**Columns:** Rendering, Department, Chg Count, Chg Amt, Pay Amt, Work RVU Total, Practice Non-Facility RVU Total, Practice Facility RVU Total, Malpractice RVU Total  
**NOTE:** The RVU components are labeled in Enterprise Preferences > RVU tab.

**Filter 1:** Process Date: Past month (or whatever period to evaluate)

**Sorting:** Group by Department, ascending by Rendering

<b>Example:</b>		<b>The Fusion Medical Practice Transaction Summary - Primary Payer From 1/1/1900 to 10/29/2008</b>						
<b>10/29/08 2:10 PM</b>	Rendering	Chg Count	Chg Amt	Pay Amt	Work: Total	Practice Non-Facility: Total	Practice Facility: Total	Malpractice: Total
Cardiology	Armstrong MD, Roger	96	\$11,870.00	-\$5,434.93	188.22	139.88	139.88	12.37
	Carlisle MD, Deanna	116	\$14,025.00	-\$4,810.41	220.33	165.19	165.19	14.87
	Smith MD, George	24	\$4,080.00	-\$2,077.61	61.07	46.33	46.33	3.84
<b>Totals for Cardiology (3)</b>		<b>236</b>	<b>\$29,975.00</b>	<b>-\$12,322.95</b>	<b>469.62</b>	<b>351.40</b>	<b>351.40</b>	<b>31.08</b>
Lab	Armstrong MD, Roger	170	\$3,456.50	-\$1,236.84	0.00	0.00	0.00	0.00
	Carlisle MD, Deanna	236	\$5,135.00	-\$2,014.23	0.00	0.00	0.00	0.00
	Smith MD, George	32	\$587.00	-\$104.74	0.00	0.00	0.00	0.00
<b>Totals for Lab (3)</b>		<b>438</b>	<b>\$9,178.50</b>	<b>-\$3,355.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Professional	Armstrong MD, Roger	292	\$19,095.09	-\$8,083.16	627.90	244.64	92.85	12.94
	Carlisle MD, Deanna	291	\$19,437.57	-\$8,932.61	646.35	247.55	95.03	13.01
	Smith MD, George	35	\$2,557.18	-\$1,287.59	67.44	25.63	12.42	1.56
<b>Totals for Professional (3)</b>		<b>618</b>	<b>\$41,089.84</b>	<b>-\$18,303.36</b>	<b>1,341.69</b>	<b>517.82</b>	<b>200.30</b>	<b>27.51</b>
Radiology	Armstrong MD, Roger	102	\$23,754.26	-\$11,470.35	342.55	278.42	278.42	14.72
	Carlisle MD, Deanna	108	\$24,253.13	-\$9,019.42	355.17	282.01	282.01	14.66
	Smith MD, George	14	\$1,883.13	-\$1,139.59	26.04	21.25	21.25	1.28
<b>Totals for Radiology (3)</b>		<b>224</b>	<b>\$49,890.52</b>	<b>-\$21,629.36</b>	<b>724.36</b>	<b>581.68</b>	<b>581.68</b>	<b>30.66</b>
<b>TOTALS (12)</b>		<b>1,516</b>	<b>\$130,114.86</b>	<b>-\$55,611.48</b>	<b>2,535.67</b>	<b>1,450.90</b>	<b>1,133.38</b>	<b>89.25</b>

**NOTE:** Departments and Modalities are used to sub-group service items for reporting. They are labeled in File Maintenance > Master Lists and attached to the service items in the Service Item Library.

<b>Example:</b>		<b>The Fusion Medical Practice Transaction Summary - Primary Payer From 1/1/1900 to 10/29/2008</b>						
<b>10/29/08 2:23 PM</b>	Modality	Chg Count	Chg Amt	Pay Amt	Work: Total	Practice Non-Facility: Total	Practice Facility: Total	Malpractice: Total
Cardiology		1	\$300.00	\$0.00	0.00	0.00	0.00	0.00
	Diagnostic	107	\$6,855.00	-\$2,545.07	84.73	55.07	55.07	4.52
	Echocardiography	100	\$15,020.00	-\$3,760.66	275.22	207.81	207.81	20.43
	Injections	5	\$600.00	-\$194.00	0.00	0.00	0.00	0.00
	Nuclear	19	\$6,800.00	-\$5,733.97	109.67	88.52	88.52	6.13
	Other	4	\$400.00	-\$89.05	0.00	0.00	0.00	0.00
<b>Totals for Cardiology (6)</b>		<b>236</b>	<b>\$29,975.00</b>	<b>-\$12,322.95</b>	<b>469.62</b>	<b>351.40</b>	<b>351.40</b>	<b>31.08</b>
Professional	Admissions	10	\$1,175.00	-\$967.19	31.26	6.79	6.79	0.91
	Consults	19	\$1,750.00	-\$1,362.77	69.24	27.57	14.36	2.40
	ER Visits	9	\$900.00	-\$446.00	5.04	0.81	0.81	0.18
	Established Patients	316	\$21,474.00	-\$8,155.72	611.37	220.17	73.73	8.60
	Hospital Visits	21	\$1,295.84	-\$911.13	30.10	7.42	7.42	0.73
	New Patients	70	\$4,150.00	-\$1,834.81	210.97	82.58	37.98	7.90
	Nurse Visits	21	\$0.00	-\$10.00	0.00	0.00	0.00	0.00
	Ophthalmology	63	\$4,535.00	-\$1,929.66	171.41	88.16	31.10	2.07
	Preventative Care	82	\$5,600.00	-\$2,612.33	212.30	84.32	28.19	4.72
<b>Totals for Professional (9)</b>		<b>611</b>	<b>\$40,879.84</b>	<b>-\$18,229.61</b>	<b>1,341.69</b>	<b>517.82</b>	<b>200.30</b>	<b>27.51</b>
Radiology	CT Global	1	\$467.00	-\$283.95	15.05	12.15	12.15	0.50
	Mammography	30	\$5,050.00	-\$2,811.78	0.00	0.00	0.00	0.00
	MRI	35	\$32,950.00	-\$13,515.35	590.07	503.68	503.68	25.89
	Xray	158	\$11,423.52	-\$5,018.28	119.24	65.85	65.85	4.27
<b>Totals for Radiology (4)</b>		<b>224</b>	<b>\$49,890.52</b>	<b>-\$21,629.36</b>	<b>724.36</b>	<b>581.68</b>	<b>581.68</b>	<b>30.66</b>
<b>TOTALS (19)</b>		<b>1,071</b>	<b>\$120,745.36</b>	<b>-\$52,181.92</b>	<b>2,535.67</b>	<b>1,450.90</b>	<b>1,133.38</b>	<b>89.25</b>

**Net Collections**

**Purpose:** Provide a report to assess the total amount of charges in a specific time period and the payments, adjustments and refunds attributable to those charges by financial class and/or payer.

**Reports > Monthly > Service Item Summary > Extended Amount and Transactions**

**Columns:** Fin Class (and/or Payer Name), Chg Amt, Count, Adj Amt, Pay Amt, Ref Amt

**Filter 1:** Select the Chg Service Date for “last year” (or other specified time frame – adding an appropriate “lag time” so that all the transactions for those charges have had time to be posted.)

**NOTE:** The logic of this report selects all of the charges within the time frame selected and all of the **associated** transactions for those charges. By leaving the transaction date options blank, it pulls the charges and all the associated transactions for those charges – whether they were posted at the time of service, or yesterday – as long as they were posted to those specific charges. This report also ties all charges and transactions back to the financial class of the primary payer on the encounter.

**Sorting:** Sort: Ascending by Fin Class

<b>Example:</b>	<p><b>The Fusion Medical Practice</b>  <b>Service Item Summary With Extended Amt And Transactions</b>                  From 1/1/2007 to 12/31/2007</p>					
7/12/08 11:08 AM						
	<b>Fin Class</b>	<b>Chg Amt</b>	<b>Count</b>	<b>Adj Amt</b>	<b>Pay Amt</b>	<b>Ref Amt</b>
		\$216.00	5	\$0.00	-\$85.00	\$0.00
	Auto Accident	\$474.00	7	\$0.00	-\$185.00	\$0.00
	BCBS	\$5,603.50	43	-\$408.60	-\$2,208.40	\$0.00
	Commercial	\$15,487.26	193	-\$2,701.20	-\$6,811.05	\$0.00
	Dental	\$75.00	1	\$0.00	\$0.00	\$0.00
	HMO	\$11,256.38	129	-\$725.18	-\$3,134.93	\$50.00
	Medicaid	\$6,980.00	67	-\$245.00	-\$529.00	\$0.00
	Medicare	\$4,658.38	52	-\$281.72	-\$1,657.83	\$0.55
	Patient Pay:	\$10,701.25	140	-\$4,077.00	-\$1,280.96	\$0.00
	Work Comp	\$2,478.00	25	-\$296.00	-\$826.00	\$171.00
	<b>TOTALS (10)</b>	<b>\$57,929.77</b>	<b>662</b>	<b>-\$8,734.70</b>	<b>-\$16,718.17</b>	<b>\$221.55</b>

**NOTE:** When running reports by financial class/payer, the charges that appear without a financial class/payer are from Invoices. Invoices do not report to a specific financial class or payer.

### Payer Mix

**Purpose:** Provide a report to assess the total amount of charges and transactions and determine the percentage of those charges attributable to each financial class and/or payer.

**Reports > Monthly > Transactions > By Line Item > Summary**

**Columns:** Fin Class (and/or Payer Name), Chg Count, Chg Amt, Adj Count, Adj Amt, Pay Count, Pay Amt, Ref Count, Ref Amt

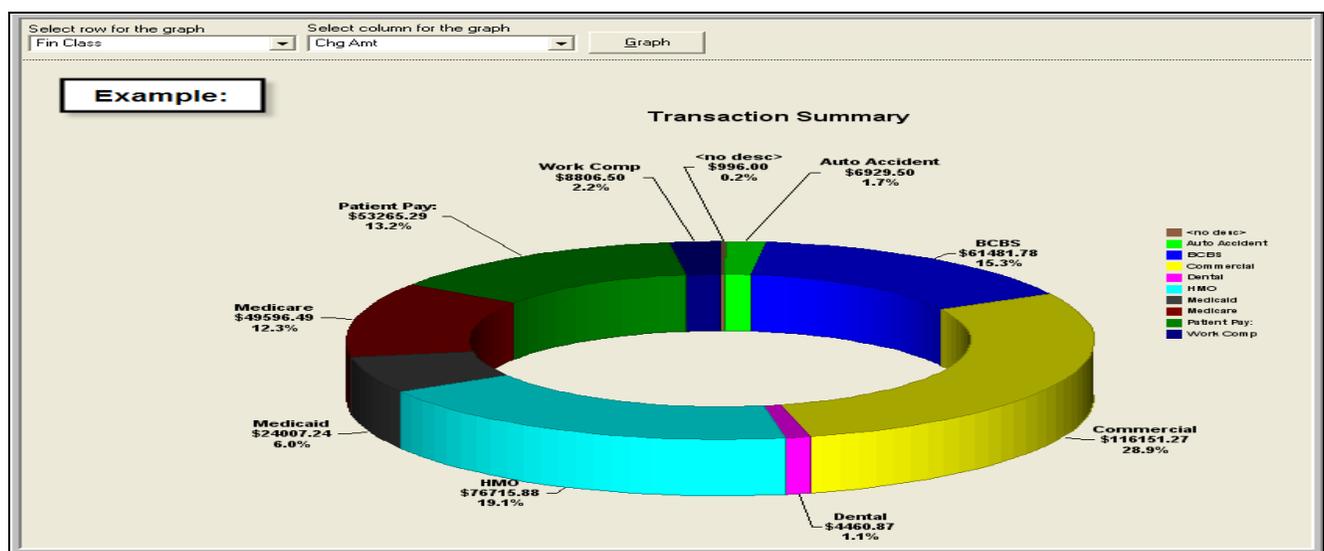
**Filter 1:** Select the Chg Create Date and the Tran Post Date option for "last 90 days" (or other specified time frame)

**NOTE:** The logic of this report selects all of the charges within the time frame selected; and all of the transactions within the time frame selected independently. In other words, the transactions entered within this time frame may have been applied to charges in a different time frame, but they were posted within the specified time frame.

**Sorting:** Sort: Ascending by Fin Class

Example:		The Fusion Medical Practice Transaction Summary From 1/1/1900 to 7/12/2008							
7/12/08 10:50 AM									
Fin Class	Chg Count	Chg Amt	Adj Count	Adj Amt	Pay Count	Pay Amt	Ref Count	Ref Amt	
<Unapplied>	21	\$996.00	0	\$0.00	11	-\$490.00	0	\$0.00	
Auto Accident	0	\$0.00	1	-\$25.00	14	\$25.00	0	\$0.00	
BCBS	621	\$61,481.78	370	-\$8,655.76	417	-\$26,395.76	5	\$1,054.00	
Commercial	1,175	\$116,151.27	635	-\$19,978.94	796	-\$49,400.86	6	\$292.50	
Dental	39	\$4,460.87	20	-\$541.50	21	-\$2,207.50	0	\$0.00	
HMO	823	\$76,715.88	418	-\$12,431.58	527	-\$33,776.07	14	\$1,036.00	
Medicaid	252	\$24,007.24	139	-\$5,516.31	170	-\$8,044.01	1	\$62.33	
Medicare	583	\$49,596.49	309	-\$7,853.53	350	-\$17,133.56	7	\$921.55	
Patient Pay	694	\$53,265.29	805	-\$22,690.27	1,327	-\$30,798.02	17	\$803.09	
Work Comp	114	\$8,806.50	67	-\$1,379.49	80	-\$3,426.94	3	\$171.00	
<b>TOTALS (11)</b>	<b>4,402</b>	<b>\$402,410.82</b>	<b>2,796</b>	<b>-\$79,503.88</b>	<b>3,768</b>	<b>-\$176,099.22</b>	<b>56</b>	<b>\$4,569.47</b>	

Click on the Graph icon to produce a graphic representation with percentages.



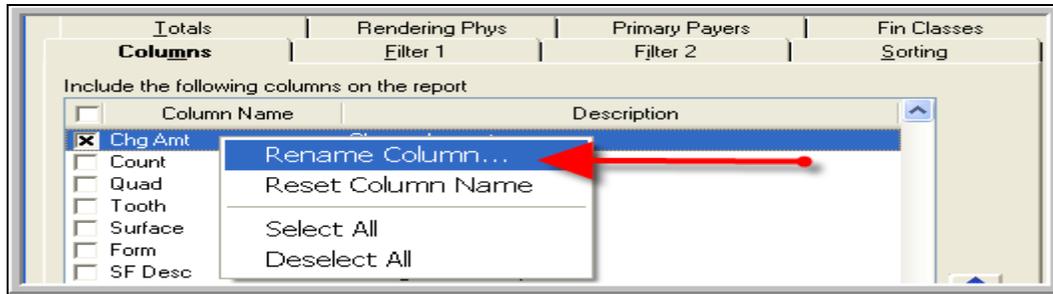
### Average Charges, Collections and Number of Encounters per Provider

**Purpose:** Report that compares the average charges for each provider per encounter.

**Reports > Monthly > Service Item Summary > Extended Amount and Transactions**

**Columns:** Encounter (Rename column to # of Encounters) Rendering, Chg Amt (Rename column to Ave Chg Amt), Pay Amt (Rename column to Ave Pay Amt),

**NOTE:** You can right-click on any column and select the option to Rename Column.



**Filter 1:** Select the Chg Service Date for period to evaluate;  
De-select the "Invoices" checkbox so that only encounters are included in the results.

**Totals:** Remove the sub-total pre-fix "Totals for"; Check "Total Lines Only"; Put a green check in the Average column in "Chg Amt" and "Pay Amt"; Put a green check in the Count column in "Encounter". Select Totals Only option.

**Sorting:** Group: by Rendering

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>Example:</b></div> <b>The Fusion Medical Practice</b> <b>Service Item Summary With Extended Amt And Transactions</b> From 1/1/2007 to 12/31/2007				
10/29/08 2:36 PM	# of Encounters	Average Chg Amt	Average Pay Amt	
Allen MD, Fred	1	\$145.00	\$0.00	
Aran MD, Josphe	13	\$219.67	-\$66.96	
Armstrong MD, Roger	59	\$308.81	-\$89.97	
Beyer MD, Donald	5	\$281.80	-\$154.90	
Carlisle MD, Deanna	51	\$293.17	-\$105.46	
Charles PA, Paul	2	\$110.50	-\$82.00	
Ferguson ARNP, Jane	5	\$232.60	-\$32.20	
Harvey MD, Stephen	13	\$285.17	-\$38.82	
King MD, Eugene	15	\$125.72	-\$32.63	
Mann MD, Cheryl	20	\$172.75	-\$82.83	
Mann MD, Richard	4	\$80.50	-\$56.00	
Smith MD, George	4	\$606.50	-\$482.97	
Watson MD, Stewart	29	\$239.75	-\$59.67	
<b>TOTALS</b>	221	\$261.15	-\$86.85	

**NOTE:** If you are using Provider Sub-groups you can also group by Provider Sub-group. Provider Sub-groups are labeled in Enterprise Preferences. The selections are created in File Maintenance in the Master Lists; and can be subsequently applied to the Provider Master File in the System tab.

**Example:**

**The Fusion Medical Practice**  
**Service Item Summary With Extended Amt And Transactions**  
 From 1/1/2007 to 12/31/2007

10/29/08 2:38 PM

	# of Encounters	Average Chg Amt	Average Pay Amt
<b>Associate</b>			
Carlisle MD, Deanna	51	\$293.17	-\$105.46
King MD, Eugene	15	\$125.72	-\$32.63
Watson MD, Stewart	29	\$239.75	-\$59.67
<b>Associate</b>	<u>95</u>	<u>\$250.42</u>	<u>-\$79.98</u>
<b>Employee</b>			
Charles PA, Paul	2	\$110.50	-\$82.00
Ferguson ARNP, Jane	5	\$232.60	-\$32.20
Smith MD, George	4	\$606.50	-\$482.97
<b>Employee</b>	<u>11</u>	<u>\$346.36</u>	<u>-\$205.17</u>
<b>Partner</b>			
Allen, MD, Fred	1	\$145.00	\$0.00
Aran MD, Josphe	13	\$219.67	-\$66.96
Armstrong MD, Roger	59	\$308.81	-\$89.97
Beyer, MD, Donald	5	\$281.80	-\$154.90
Harvey MD, Stephen	13	\$285.17	-\$38.82
Mann MD, Cheryl	20	\$172.75	-\$82.83
Mann MD, Richard	4	\$80.50	-\$56.00
<b>Partner</b>	<u>115</u>	<u>\$261.86</u>	<u>-\$81.20</u>
<b>TOTALS</b>	<u>221</u>	<u>\$261.15</u>	<u>-\$86.85</u>

**Appointments by Provider or by Event**

**Purpose:** Provide a report to evaluate the number and status of appointments by provider or Event.

**Reports > Scheduling > Statistical Analysis of Appointments**

**Columns:** Res Name (or Event), Nbr Sched, Nbr Kept, Per Kept (Rename to "% Kept"), Nbr Canc, Per Canc (Rename to "% Canc"), Nbr No Show, Per No Show (Rename to "% No Show")

**Filter 1:** Select the Appt Date for the time frame to evaluate

**Sorting:** Sort: Ascending Res Name

**Example:**

**The Fusion Medical Practice  
Statistical Analysis of Appointments:  
Cancelled, Kept, No-Shows, Expected and Pending  
From 1/1/1900 to 10/29/2008**

10/29/08 2:50 PM

Res Name	Nbr Sched	Nbr Kept	% Kept	Nbr Canc	% Canc	Nbr No Show	% No Show
ASC	160	69	43.13	28	17.50	62	38.75
Doctors	12	3	25.00	1	8.33	8	66.67
Dr Aran	272	93	34.19	25	9.19	154	56.62
Dr Armstrong	343	154	44.90	44	12.83	145	42.27
Dr Carlisle	456	203	44.52	82	17.98	170	37.28
Dr Cheryl Mann	252	67	26.59	39	15.48	145	57.54
Dr Cohen	14	7	50.00	1	7.14	6	42.86
Dr Harvey	152	77	50.66	10	6.58	65	42.76
Dr Holly	1	0	0.00	0	0.00	1	100.00
Dr Watson	468	232	49.57	75	16.03	161	34.40
Dr Gene King	15	5	33.33	3	20.00	7	46.67
Echo	144	41	28.47	26	18.06	77	53.47
Lab	2	0	0.00	0	0.00	2	100.00
Mr Charming	21	8	38.10	3	14.29	10	47.62
MRI	87	33	37.93	9	10.34	45	51.72
Nurse	6	0	0.00	0	0.00	6	100.00
Stress Tests	35	14	40.00	2	5.71	19	54.29
Testing 123	2	1	50.00	0	0.00	1	50.00
XDr Smith	7	1	14.29	2	28.57	4	57.14
<b>TOTALS (19)</b>	<b>2,449</b>	<b>1,008</b>	<b>41.16</b>	<b>350</b>	<b>14.29</b>	<b>1,088</b>	<b>0.00</b>

**Example:**

**The Fusion Medical Practice  
Statistical Analysis of Appointments:  
Cancelled, Kept, No-Shows, Expected and Pending  
From 1/1/1900 to 10/29/2008**

10/29/08 2:52 PM

Event	Nbr Sched	Nbr Kept	% Kept	Nbr Canc	% Canc	Nbr No Show	% No Show
Acute	359	176	49.03	31	8.64	151	42.06
Biopsy	237	88	37.13	52	21.94	97	40.93
Complete Physical	51	9	17.65	9	17.65	33	64.71
Consultation	45	23	51.11	2	4.44	20	44.44
Established Patient	836	382	45.69	107	12.80	346	41.39
Minor Surgery	5	2	40.00	1	20.00	2	40.00
Mri Cspine W/ Contrast	39	13	33.33	2	5.13	24	61.54
New Patient	220	86	39.09	34	15.45	100	45.45
Well Woman	93	49	52.69	12	12.90	32	34.41
<b>TOTALS (9)</b>	<b>1,885</b>	<b>828</b>	<b>43.93</b>	<b>250</b>	<b>13.26</b>	<b>805</b>	<b>0.00</b>

### Reasons for Appointment Cancellations

**Purpose:** Provide a report to assess the number of and reason for appointment cancellations.

**Reports > Scheduling > Appointments Listing**

**Columns:** Pat Name, Event, Can Desc, (cancellation description) Crt Dt, Appt Dt, Res Name, , Con (Rename *Confirmed?*)

**Filter 1:** Select the *Appt Date* range for time period to evaluate; Appt Statuses = Cancelled

**Totals:** Remove Subtotal Prefix "Totals Appointments For"; Place a green check in the Count column under Pat Name

**Sorting:** Group: Event; and Canc Desc

To look at only the totals, right-click on the report data and select "Total lines only"

**NOTE:** Other columns and sorting options can be added to this report as needed, such as Resource and Event.

<b>Example:</b>		<b>The Fusion Medical Practice Appointments Listing From 1/1/2007 to 9/30/2008</b>				
10/29/08 3:40 PM						
	<b>Crt Dt</b>	<b>Appt Dt</b>	<b>Res Name</b>	<b>Pat Name</b>	<b>Confirmed?</b>	
<b>New Patient</b>						
<b>No Longer Needed</b>						
	09/18/07	09/18/2007	Dr Cheryl Mann	Howell, Lovenia (Lovie)	1	
<b>No Longer Needed (1)</b>						
<b>No Referral</b>						
	03/21/05	12/11/2007	Dr Watson	Iverson, Sandi	Y	
	09/06/07	11/07/2007	Dr Carlisle	Kuhn, Valerie (Val)	2	
<b>No Referral (2)</b>						
<b>No Transportation</b>						
	06/05/07	08/07/2007	Dr Armstrong	Walker, Monique	Y	
	08/21/07	08/21/2007	Dr Carlisle	Tarlich, Herb	2	
<b>No Transportation (2)</b>						
<b>Patient Cxd - Not Rescheduled</b>						
	04/25/07	04/25/2007	Dr Armstrong	Iverson, Sandi	Y	
	10/13/07	10/12/2007	Dr Carlisle	Anderson, Peggy	2	
<b>Patient Cxd - Not Rescheduled (2)</b>						
<b>Patient Cxd - Rescheduled</b>						
	09/25/07	09/25/2007	Dr Carlisle	Baldwin, Lori	1	
<b>Patient Cxd - Rescheduled (1)</b>						
<b>New Patient (8)</b>				<b>8</b>		
<b>Total Appointments (8)</b>				<b>8</b>		

### Length of Time to Schedule Appointment

**Purpose:** Provide a report to assess the length of time between creating the appointment and the actual appointment date.

**Reports > Scheduling > Appointments Listing**

**Columns:** Event, Crt Dt, Appt Dt, Res Name, Pat Name, Status

**Filter 1:** Select the *Appt Date* range for time period to evaluate

**Sorting:** Group: Event

10/29/08 3:52 PM		<b>The Fusion Medical Practice Appointments Listing From 9/29/2008 to 10/29/2008</b>				
	<b>Crt Dt</b>	<b>Appt Dt</b>	<b>Res Name</b>	<b>Pat Name</b>	<b>Status</b>	
<b>Acute</b>	10/06/08	10/07/2008	Dr Carlisle	Foley, Richard	Kept	
	10/06/08	10/07/2008	Dr Watson	Baker, Mark (Optik)	No Show	
	10/07/08	10/07/2008	Dr Watson	Carter, Martha	No Show	
	10/09/08	10/31/2008	Dr Aran	Houston, Jay	Expected	
	10/09/08	10/09/2008	Dr Cheryl Mann	Pinnick, Chad M	Cancelled	
	10/17/08	10/17/2008	Dr Carlisle	Norberry, Karen	Kept	
	10/29/08	11/10/2008	Dr Armstrong	Levy, Atticus	Expected	
<b>Established Patient</b>	09/30/08	09/30/2008	Dr Aran	Houston, Jay	No Show	
	10/06/08	10/07/2008	Dr Carlisle	Baggs, Julie (Jules)	Kept	
	10/09/08	10/09/2008	Dr Carlisle	Lee, Geddy	Kept	
	10/09/08	10/09/2008	Dr Aran	Madison, James	Kept	
	10/09/08	11/03/2008	Dr Aran	Bailey, Maureen	Expected	
	10/17/08	11/05/2008	Dr Carlisle	Johnson, Theresa	Expected	
	10/17/08	10/17/2008	Dr Carlisle	Baker, Laura	Cancelled	
	10/17/08	10/17/2008	Dr Carlisle	Maid, Alice	Kept	
	10/17/08	11/11/2008	Dr Carlisle	Parks, Sandra (Sandi)	Expected	
<b>New Patient</b>	10/06/08	10/07/2008	Dr Carlisle	Velikhanly, Regina (Gina)	Kept	
	10/09/08	11/20/2008	Dr Carlisle	Svaby, SueAnn	Expected	

**NOTE:** The report can be exported to Excel for the calculations of Appointment Date minus Create Date and Average days to schedule

H5		fx =AVERAGE(G6:G12)						
	A	B	C	D	E	F	G	H
3	10/29/2008 3:52 PM						Total Days to Schedule	Average Days to Schedule
4		<u>Crt Dt</u>	<u>Appt Dt</u>	<u>Res Name</u>	<u>Pat Name</u>	<u>Status</u>		
5	Acute							5.14
6		10/06/2008	10/07/2008	Dr Carlisle	Foley, Richard	Kept	1.00	
7		10/06/2008	10/07/2008	Dr Watson	Baker, Mark (Optik)	No Show	1.00	
8		10/07/2008	10/07/2008	Dr Watson	Carter, Martha	No Show	0.00	
9		10/09/2008	10/31/2008	Dr Aran	Houston, Jay	Expected	22.00	
10		10/09/2008	10/09/2008	Dr Cheryl Mann	Pinnick, Chad M	Cancelled	0.00	
11		10/17/2008	10/17/2008	Dr Carlisle	Norberry, Karen	Kept	0.00	
12		10/29/2008	11/10/2008	Dr Armstrong	Levy, Atticus	Expected	12.00	

**Charges and Payments by Referring Provider**

**Purpose:** Provide a report to evaluate the charges and payments attributable to each Referring provider for a specified time period.

**Reports > Monthly > Transactions > By Encounter > Summary**

**Columns:** Enc Referring (or Chg Referring), Chg Count, Chg Amt, Pay Count, Pay Amt

**Filter 1:** Select the Chg Create Date and the Tran Post Date option for “last 90 days” (or other specified time frame)

**NOTE:** The logic of this report selects all of the charges within the time frame selected; and all of the transactions within the time frame selected independently. In other words, the transactions entered within this time frame may have been applied to charges in a different time frame, but they were posted within the specified time frame.

**Sorting:** Sort: Ascending by Chg Referring

<b>Example:</b>		<b>The Fusion Medical Practice Transaction Summary - Primary Payer From 1/1/2008 to 6/30/2008</b>			
<b>10/29/08 4:04 PM</b>					
<b>Chg Referring</b>	<b>Chg Count</b>	<b>Chg Amt</b>	<b>Pay Count</b>	<b>Pay Amt</b>	
	74	\$7,856.80	128	-\$8,842.53	
Adams, John Q	1	\$450.00	4	-\$244.00	
Allen, MD, Fred	0	\$0.00	3	-\$507.88	
Armstrong MD, Roger	27	\$1,991.00	9	-\$404.38	
Beyer, MD, Donald	2	\$175.00	2	-\$110.00	
Brown, Jason	7	\$1,215.00	6	-\$334.40	
Carlisle MD, Deanna	14	\$792.63	10	-\$824.70	
Ferguson ARNP, Jane	0	\$0.00	0	\$0.00	
Harvey MD, Stephen	1	\$125.00	5	-\$950.00	
Jones, John	5	\$2,345.00	3	-\$382.42	
Kaplan MD, Dennis	0	\$0.00	2	-\$250.00	
King MD, Eugene	0	\$0.00	1	-\$48.80	
Mann MD, Cheryl	0	\$0.00	2	-\$40.00	
Murphy MD, Douglas	5	\$719.25	1	-\$5.00	
Smith MD, George	13	\$4,578.00	10	-\$652.11	
Smith, James Lyle	6	\$826.00	14	-\$1,847.78	
Thomas MD, Bruce	0	\$0.00	2	-\$85.00	
Watson MD, Stewart	15	\$2,354.63	14	-\$1,270.62	
<b>TOTALS (18)</b>	<b>170</b>	<b>\$23,428.31</b>	<b>216</b>	<b>-\$16,799.62</b>	

## Auditing Reports

### E&M Code Utilization per Rendering Provider

**Purpose:** Report that compares the E&M code utilization for each provider

**Reports > Monthly > Service Item Summary > Extended Amount and Transactions**

**Columns:** Rendering, CPT4, CPT4 Desc, Count

**Filter 1:** Select the Chg Service Date for "last 90 days" (or other specified time frame) ;

**Totals:** Remove the sub-total pre-fix "Totals for"

**Service Item:** Select the E&M Codes (99201-99245) or other codes to evaluate

**Sorting:** Group: by Rendering  
Sort: Ascending by CPT4

<b>Example:</b>			
<b>The Fusion Medical Practice</b>			
<b>Service Item Summary With Extended Amt And Transactions</b>			
<b>From 1/1/2007 to 12/31/2007</b>			
<b>7/12/08 1:15 PM</b>			
	<b>CPT4</b>	<b>CPT4 Desc</b>	<b>Count</b>
<b>Allen, MD, Fred</b>			
	99214	Office/outpatient visit, est, detailed	1
			<u>1</u>
<b>Allen, MD, Fred</b>			
<b>Aran MD, Josphe</b>			
	99203	Office/outpatient visit, new, detailed	1
	99211	Office/outpatient visit, est, minimal	1
	99212	Office/outpatient visit, est, prob foc	1
	99214	Office/outpatient visit, est, detailed	1
	99215	Office/outpatient visit,est,high complex	1
			<u>5</u>
<b>Aran MD, Josphe</b>			
<b>Armstrong MD, Roger</b>			
	99203	Office/outpatient visit, new, detailed	6
	99204	Office/outpatient visit, new, mod complex	1
	99211	Office/outpatient visit, est, minimal	2
	99212	Office/outpatient visit, est, prob foc	3
	99213	Office/outpatient visit, est, exp prob	21
	99214	Office/outpatient visit, est, detailed	8
	99242	Office consultation, exp prob	1
	99243	Office consultation, low complex	1
	99244	Office consultation, mod complex	1
			<u>44</u>
<b>Armstrong MD, Roger</b>			

**Monitor Payments and Adjustments on a specific CPT code**

**Purpose:** Report the payments and adjustments for a specific CPT code or Service Item code(s) that you need to monitor. This can also be used to assess the profitability of that specific procedure when measured against the costs in the general ledger.

**Reports > Monthly > Service Item Summary > Extended Amount and Transactions**

**Columns:** CPT4 or Sv It, CPT4 Desc, Chg Amt, Count, Adj Amt, Pay Amt, Ref Amt

**Filter 1:** Select the Chg Service Date for “last year” (or other specified time frame – adding an appropriate “lag time” so that all the transactions for those charges have had time to be posted.)

**Service Item:** Select the specific code or codes to evaluate

**Sorting:** Sort: Ascending by CPT code or Service Item

**Example:**

**The Fusion Medical Practice**  
**Service Item Summary With Extended Amt And Transactions**  
 From 1/1/2007 to 12/31/2007

7/12/08 5:16 PM

CPT4	CPT4 Desc	Chg Amt	Count	Adj Amt	Pay Amt	Ref Amt
70551	MRI of brain, stem, w/o contrast	\$3,150.00	3	\$0.00	\$0.00	\$0.00
70552	MRI of brain, stem, w/ contrast	\$950.00	1	-\$945.20	\$0.00	\$0.00
71010TC	X-ray, chest, single view, frontal	\$14.00	1	-\$2.00	-\$12.00	\$0.00
71020	X-ray, chest, two views, frontal/lateral	\$1,100.00	10	-\$76.00	-\$454.00	\$0.00
71100	X-ray exam, ribs, one side, 2 views	\$66.26	2	-\$32.01	-\$34.25	\$0.00
72142	MRI, cervical spine, w/ contrast	\$2,450.00	3	\$0.00	\$0.00	\$0.00
73110	X-ray exam, wrist, complete, 3+ views	\$427.00	7	-\$17.91	-\$143.00	\$0.00
73550	X-ray exam, femur, 2 views	\$75.00	1	-\$20.00	-\$40.00	\$0.00
<b>TOTALS (8)</b>		<b>\$8,232.26</b>	<b>28</b>	<b>-\$1,093.12</b>	<b>-\$683.25</b>	<b>\$0.00</b>

**NOTE:** If you are using departments you can add the Department column and group by Department

**Example:**

**The Fusion Medical Practice**  
**Service Item Summary With Extended Amt And Transactions**  
 From 1/1/2007 to 12/31/2007

7/12/08 5:20 PM

CPT4	CPT4 Desc	Chg Amt	Count	Adj Amt	Pay Amt	Ref Amt
<b>MRI</b>						
70551	MRI of brain, stem, w/o contrast	\$3,150.00	3	\$0.00	\$0.00	\$0.00
70552	MRI of brain, stem, w/ contrast	\$950.00	1	-\$945.20	\$0.00	\$0.00
72142	MRI, cervical spine, w/contrast	\$2,450.00	3	\$0.00	\$0.00	\$0.00
<b>Totals for MRI (3)</b>		<b>\$6,550.00</b>	<b>7</b>	<b>-\$945.20</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Xray</b>						
71010TC	X-ray, chest, single view, frontal	\$14.00	1	-\$2.00	-\$12.00	\$0.00
71020	X-ray, chest, two views, frontal/lateral	\$1,100.00	10	-\$76.00	-\$454.00	\$0.00
71100	X-ray exam, ribs, one side, 2 views	\$66.26	2	-\$32.01	-\$34.25	\$0.00
73110	X-ray exam, wrist, complete, 3+ views	\$427.00	7	-\$17.91	-\$143.00	\$0.00
73550	X-ray exam, femur, 2 views	\$75.00	1	-\$20.00	-\$40.00	\$0.00
<b>Totals for Xray (5)</b>		<b>\$1,682.26</b>	<b>21</b>	<b>-\$147.92</b>	<b>-\$683.25</b>	<b>\$0.00</b>
<b>TOTALS (8)</b>		<b>\$8,232.26</b>	<b>28</b>	<b>-\$1,093.12</b>	<b>-\$683.25</b>	<b>\$0.00</b>

**Review Unbilled Encounters**

**Purpose:** Review the number of unbilled encounters with and without charges.

**Reports > Accounts Receivable > Unbilled Encounters**

**Columns:** Loc, Rendering, Enc Dt, Encounter, Pat Name, Chg Amt, Chg Count, Enc Age, Chkin Dt, Chkout Dt

**NOTE:** Adding the Check-in and Check-out dates allow you the ability to determine if the encounters were created as a result of an appointment or directly from the patient's chart; like it shows whether the encounter went through the auto-flow or check-out process.

**Filter 1:** Select the Enc Date for "All to Date" (or other specified time frame)

**Sorting:** Group: Loc  
Sort: Ascending by Enc Age

<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Example:</b></div> <b>The Fusion Medical Practice</b> <b>UnBilled Encounters</b> From 5/1/2008 to 7/12/2008										
7/12/08 5:32 PM	Rendering	Enc Dt	Encount	Pat Name	Chg Amt	Chg Count	Enc Age	Payer Name	Chkin Dt	Chkout Dt
<b>Ambulatory Surgery Center</b>										
	Armstrong MD, Roger	07/11/2008	1915	Simpson, Bettye A	\$0.00	0	1	Tricare	07/11/2008 1:48 P	
	Marr MD, Cheryl	07/05/2008	1920	Howell, Loveria	\$0.00	0	1	Medicare	07/11/2008 1:52 P	
	Carlisle MD, Deanna	06/19/2008	1899	Houston, James	\$0.00	0	23	Auto Generic	06/19/2008 2:29 P	
	Harvey MD, Stephen	05/01/2008	1864	Pinrick, Amy	\$59.25	1	72	Aetna HMO	05/01/2008 10:44 A	05/01/2008 10:48 A
	<b>Totals for Ambulatory Surgery Center (4)</b>				<b>\$59.25</b>	<b>1</b>	<b>24</b>			
<b>Downtown Office</b>										
	Aran MD, Josphe	07/11/2008	1910	Owens, David	\$0.00	0	1	BCBS FL	07/11/2008 1:45 P	
	Aran MD, Josphe	07/07/2008	1914	Howell III, Thursten	\$0.00	0	1	Medicare	07/11/2008 1:47 P	
	Aran MD, Josphe	07/08/2008	1921	Howell III, Thursten	\$0.00	0	1	Medicare	07/11/2008 1:53 P	
	Marr MD, Cheryl	07/07/2008	1913	Kerrigan, Nancy	\$0.00	0	1	Aetna HMO	07/11/2008 1:47 P	
	Marr MD, Cheryl	07/11/2008	1911	Baldwin, Lori	\$0.00	0	1	Cigna PPO	07/11/2008 1:46 P	
	Beyer, MD, Donald	07/10/2008	1908	Madison, James	\$0.00	0	2	Work Comp		
	Watson MD, Stewart	06/24/2008	1903	Martin, Mary	\$0.00	0	18	Aetna HMO		
	Aran MD, Josphe	06/20/2008	1900	Flemming, Tammy	\$0.00	0	22	Allstate	06/20/2008 3:15 P	
	Aran MD, Josphe	06/20/2008	1902	Siegle, Ray	\$399.00	6	22	BCBS FL	06/20/2008 3:19 P	
	Aran MD, Josphe	06/16/2008	1892	Houston, James	\$0.00	0	26	Auto Generic	06/16/2008 3:19 P	
	Aran MD, Josphe	06/16/2008	1890	Howell III, Thursten	\$0.00	0	26	Medicare	06/16/2008 12:55 P	
	Armstrong MD, Roger	06/13/2008	1882	Karson, Michelle	\$0.00	0	29	Medicaid		
	Harvey MD, Stephen	06/13/2008	1883	Houston, Molly	\$0.00	0	29	Aetna HMO		
	Harvey MD, Stephen	06/13/2008	1886	Monroe, Jason	\$0.00	0	29	Cigna HMO		
	Allen, MD, Fred	05/14/2008	1869	Siegle, Ray	\$560.00	2	59	BCBS FL		
	Marr MD, Cheryl	05/01/2008	1867	Houston, James	\$0.00	0	72	Auto Generic	05/01/2008 2:30 P	
	<b>Totals for Downtown Office (16)</b>				<b>\$959.00</b>	<b>8</b>	<b>21</b>			

### Review Unapplied Credits

**Purpose:** Review the unapplied credits at both an Account and Encounter level.

**NOTE:** Place your cursor over the data in this report and a green arrow will appear which can be used to drill-down directly into the source of the credit, either the invoice, account or encounter.

**Reports > Accounts Receivable > Unapplied Amounts by Account, Invoice and Encounter**

**Columns:** E//A/B, Enc Rendering, Src Type, Unapplied Amt

**Sorting:** Group: Src Type

<b>Example:</b>			
<b>Unapplied Amounts by Account, Invoice and Encounter</b>			
7/14/08 1:35 PM			
	<u>E//A/B</u>	<u>Enc Rendering</u>	<u>Unappld Amt</u>
<b>Account</b>	140	<No Rendering>	-\$150.00
	158	<No Rendering>	-\$25.00
			<b>-\$175.00</b>
<b>Account</b>			
<b>Encounter</b>	308	Aran MD, Josphe	-\$3.00
	629	Armstrong MD, Roger	-\$10.00
	694	Armstrong MD, Roger	-\$20.00
	813	Harvey MD, Stephen	-\$15.00
	853	Carlisle MD, Deanna	-\$500.00
	900	Allen, MD, Fred	-\$20.00
	908	Carlisle MD, Deanna	-\$15.00
	910	Carlisle MD, Deanna	-\$25.00
	970	Watson MD, Stewart	-\$50.00
	1092	Armstrong MD, Roger	-\$6.50
	1184	Harvey MD, Stephen	-\$25.00

### Review Insurance Credit Balances

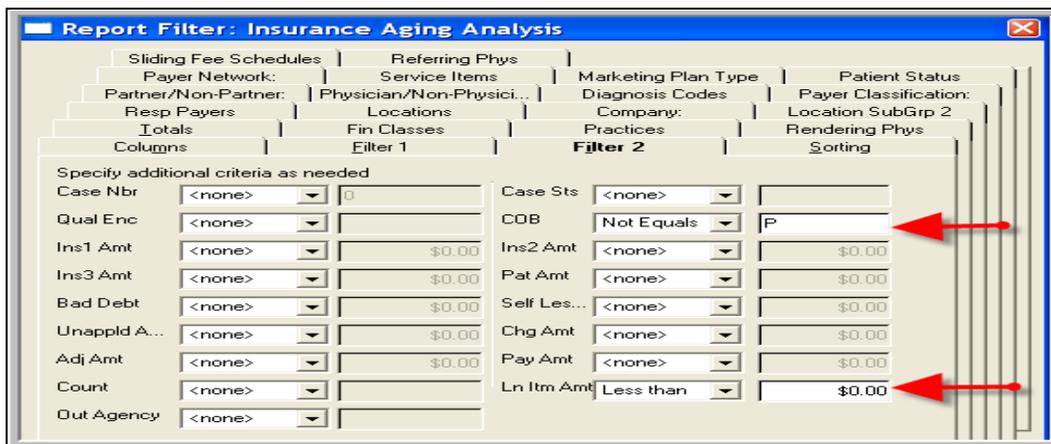
**Purpose:** Review line items with credit balances attributable to insurance responsibility.

**Reports > Accounts Receivable > Collections > Insurance Aging Analysis**

**Columns:** Payer Name, Guar Name, Pat Name, E//A/B, Dt of Svc, Sv It, Ins1 Amt, Ins2 Amt, Ins3 Amt, Pat Amt, Chg Amt, Adj Amt, Pay Amt, Ln Itm Amt

**Filter 1:** Select "Exclude" Unapplied Transactions option

**Filter 2:** COB "Not Equals P" (this will exclude patient balances); Ln Itm Amt "less than \$0.00"



**Totals:** Remove Subtotal Prefix "Totals For"; Remove the green checks from the Totals column (scroll down) – this will remove the amounts from the parenthesis.

**Sorting:** Group: by Payer Name; Sort: Ascending by Guar Name

7/14/08 1:54 PM		The Fusion Medical Practice Insurance Aging Analysis Line Item As of 7/14/2008										
Guar Name	Pat Name	E//A/B	Dt of Svc	Sv It	Ins1 Amt	Ins2 Amt	Ins3 Amt	Pat Amt	Chg Amt	Adj Amt	Pay Amt	Ln Itm Amt
<b>AARP</b>												
Howell, Lovenia (Lovie)	Howell, Lovenia (Lovie)	1477	11/14/2006	93307	\$0.00	-\$411.90	\$0.00	\$0.00	\$350.00	-\$390.25	-\$371.65	-\$411.90
Howell, Lovenia (Lovie)	Howell, Lovenia (Lovie)	1789	12/12/2007	20205	\$0.00	-\$0.13	\$0.00	\$175.00	\$5.00	-\$5.00	-\$170.13	-\$0.13
					<b>\$0.00</b>	<b>-\$412.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$525.00</b>	<b>-\$395.25</b>	<b>-\$541.78</b>	<b>-\$412.03</b>
<b>AARP</b>												
<b>Aetna HMO</b>												
Martin, Mary	Martin, Mary	116	08/16/2004	78465	-\$800.00	\$0.00	\$0.00	\$0.00	-\$800.00	\$800.00	-\$800.00	-\$800.00
					<b>-\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$800.00</b>	<b>\$800.00</b>	<b>-\$800.00</b>	<b>-\$800.00</b>
<b>BCBS Fulton</b>												
Levy, Joe	Levy, Joe	827	12/13/2005	85025	-\$25.00	\$0.00	\$0.00	-\$25.00	\$25.00	-\$61.00	-\$14.00	-\$50.00
Levy, Joe	Levy, Joe	827	12/13/2005	99203	-\$45.00	\$0.00	\$0.00	-\$45.00	\$45.00	-\$100.00	-\$35.00	-\$90.00
					<b>-\$70.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$70.00</b>	<b>\$70.00</b>	<b>-\$161.00</b>	<b>-\$49.00</b>	<b>-\$140.00</b>
<b>BCBS Out Of State</b>												
Carson, Rodney	Carson, Rodney	983	02/04/2006	99232	\$0.00	-\$0.66	\$0.00	\$0.00	\$54.57	-\$11.57	-\$43.66	-\$0.66
Johnson, Nancy	Johnson, Nancy	1536	01/25/2007	90371	\$0.00	-\$17.00	\$0.00	\$0.00	\$17.00	-\$5.00	-\$29.00	-\$17.00
					<b>\$0.00</b>	<b>-\$17.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71.57</b>	<b>-\$16.57</b>	<b>-\$72.66</b>	<b>-\$17.66</b>
<b>GEHA</b>												
Davis, Daphne	Davis, Daphne	1120	06/07/2006	99213	\$0.00	-\$10.00	\$0.00	\$0.00	\$51.87	-\$10.00	-\$51.87	-\$10.00
					<b>\$0.00</b>	<b>-\$10.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51.87</b>	<b>-\$10.00</b>	<b>-\$51.87</b>	<b>-\$10.00</b>
<b>HDMC</b>												
Davis, Frances H	Davis, Frances H	1201	06/23/2006	99213	\$0.00	-\$8.33	\$0.00	\$0.00	\$75.00	-\$57.39	-\$25.94	-\$8.33
					<b>\$0.00</b>	<b>-\$8.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.00</b>	<b>-\$57.39</b>	<b>-\$25.94</b>	<b>-\$8.33</b>
<b>Invoice</b>												
Coca Cola	Coca Cola	2	11/16/2004	99214	\$0.00	\$0.00	\$0.00	-\$25.00	\$60.00	\$0.00	-\$85.00	-\$25.00
					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$25.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>-\$85.00</b>	<b>-\$25.00</b>
<b>Medicare</b>												
Howell III, Thursten (Teddy)	Howell III, Thursten (Teddy)	1320	08/15/2006	99213	-\$32.25	\$0.00	\$0.00	\$0.00	\$75.00	-\$62.70	-\$44.55	-\$32.25
Howell III, Thursten (Teddy)	Howell III, Thursten (Teddy)	1320	08/15/2006	80051	-\$28.00	\$0.00	\$0.00	\$0.00	\$35.00	-\$31.00	-\$32.00	-\$28.00
Howell, Lovenia (Lovie)	Howell, Lovenia (Lovie)	1477	11/14/2006	93320	-\$40.00	-\$5.00	\$0.00	\$0.00	\$50.00	-\$33.86	-\$61.14	-\$45.00
Howell, Lovenia (Lovie)	Howell, Lovenia (Lovie)	1477	11/14/2006	93325	-\$26.00	\$0.00	\$0.00	\$0.00	\$35.00	-\$10.40	-\$50.60	-\$26.00
					<b>-\$126.25</b>	<b>-\$5.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$195.00</b>	<b>-\$137.96</b>	<b>-\$188.29</b>	<b>-\$131.25</b>

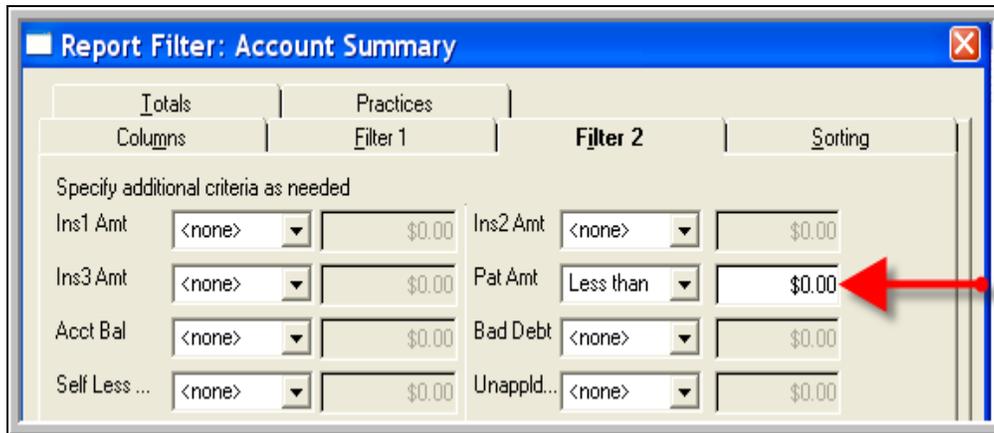
**Review Patient Account Credit Balances**

**Purpose:** Review all accounts with a credit balances attributable to patient responsibility.

**Reports > Accounts Receivable > Collections > Account Summary**

**Columns:** Guar Name, Ins1 Amt, Ins2 Amt, Ins3 Amt, Pat Amt, Bad Debt Amt, Unappld Amt, Lst Stmt Dt

**Filter 2:** Pat Amt "Less than \$0.00"



**Example:**

**The Fusion Medical Practice  
Collections  
Account Summary**

7/14/08 2:04 PM

Guar Name	Ins1 Amt	Ins2 Amt	Ins3 Amt	Pat Amt	Acct Bal	Bad Debt	Unappld Amt	Lst Stmt Dt
Baker, Paul	\$0.00	\$0.00	\$0.00	-\$39.45	-\$39.45	\$0.00	\$0.00	05/29/2008
Baldwin, Lori	\$0.00	\$0.00	\$0.00	-\$15.00	-\$15.00	\$0.00	\$0.00	07/11/2006
Brantley, Cindi	\$0.00	\$0.00	\$0.00	-\$10.00	-\$10.00	\$0.00	\$0.00	02/20/2005
Carlisle, William (Willie)	\$75.00	\$0.00	\$0.00	-\$0.10	\$74.90	\$0.00	\$0.00	05/24/2006
Cowens, Dave	\$2,341.00	\$0.00	\$0.00	-\$375.00	\$1,966.00	\$0.00	\$0.00	06/29/2007
Davis, Ruby	\$245.26	\$0.00	\$0.00	-\$17.44	\$227.82	\$0.00	\$0.00	06/29/2007
Denius, Matt	\$1,878.00	\$0.00	\$0.00	-\$1.00	\$1,877.00	\$0.00	\$0.00	06/29/2007
Edwards, Norm	\$814.00	-\$165.00	\$0.00	-\$12.61	\$636.39	\$55.00	\$0.00	03/08/2006
Gibson, Mel	\$256.00	\$0.00	\$0.00	-\$0.20	\$255.80	\$0.00	\$0.00	
Goodman, Virginia	\$0.00	\$0.00	\$0.00	-\$1.15	-\$1.15	\$0.00	\$0.00	
Hill, Henry (Hank)	\$0.00	\$0.00	\$0.00	-\$186.00	-\$186.00	\$0.00	\$0.00	10/18/2007
Johnson, Nancy	\$302.94	\$6.83	\$0.00	-\$11.50	\$298.27	\$0.00	-\$20.00	01/29/2008
Limbaugh, Rush	\$0.00	\$0.00	\$0.00	-\$352.00	-\$352.00	\$0.00	\$0.00	08/03/2005
Nelson, Isaac	\$1,186.81	\$31.83	\$0.00	-\$4.64	\$1,214.00	\$0.00	\$0.00	03/21/2005
Smith, David	\$0.00	\$0.00	\$0.00	-\$2.00	-\$2.00	\$0.00	-\$25.00	10/12/2006
St Clair, Victoria	\$0.00	\$0.00	\$0.00	-\$7.00	-\$7.00	\$0.00	\$0.00	07/28/2006
Watts, Steve	\$3,300.50	\$0.00	\$0.00	-\$775.00	\$2,525.50	\$0.00	\$0.00	03/21/2005
<b>TOTALS (\$16,926.16)</b>	<b>\$10,399.51</b>	<b>-\$126.34</b>	<b>\$0.00</b>	<b>-\$1,810.09</b>	<b>\$8,463.08</b>	<b>\$55.00</b>	<b>-\$45.00</b>	

## Employee Productivity Reports

### Appointment Scheduling: Appointments Made by Staff

**Purpose:** Provide a report to assess the number of appointments made by each staff member.

**Reports > Scheduling > Appointments Listing**

**Columns:** Pat Name, Created By, Crt Dt

**Filter 1:** Select the *Create Date – not Appt Date* option for “Last Week” (or other specified time frame)

**Totals:** Remove Subtotal Prefix “Totals Appointments For”; Place a green check in the Count column under Pat Name

**Sorting:** Group: Crt Dt; and Created By

Once the report is run, right-click on the report data and select “Total lines only”

**NOTE:** Other columns and sorting options can be added to this report as needed, such as Resource and Event.

<b>Example:</b>	<p><b>The Fusion Medical Practice</b>  <b>Appointments Listing</b>                  From 7/11/2008 to 7/11/2008</p>
7/11/08 12:20 PM	
	<b>Pat Name</b>
<b>07/11/08</b>	
Johnson, Caryln	11
White, Linda	9
Armstrong, Roger	3
<b>07/11/08</b>	<b>23</b>
<b>Total Appointments</b>	<b>23</b>

**Encounter Creation: Productivity of Check-in Staff**

**Purpose:** Provide a report to assess the number of encounters created by each front desk staff member. (Encounters are typically created when a patient is checked in for their appointment.)

**Reports > Daily > Encounters**

**Columns:** Loc Name, Pat Name, Chkin Dt Created by,

**Filter 1:** Select the Encounter date for “today” (or other specified time frame)

**Totals:** Remove Subtotal Prefix “Totals For”; Place a green check in the Count column under Pat Name

**Sorting:** Group: Created by  
Sort: Ascending by Chkin Dt

**NOTE:** Encounters without a check-in date were not created from the appointment schedule.

<b>Example:</b>		<b>The Fusion Medical Practice Encounters Listing From 7/1/2008 to 7/11/2008</b>		
<b>7/11/08 4:05 PM</b>				
Armstrong, Roger	Loc Name	Pat Name	Chkin Dt	
	Downtown Office	Owens, David	07/11/2008 1:46 P	
	Downtown Office	Baldwin, Lori	07/11/2008 1:46 P	
	Downtown Office	Okeefe, Georgia	07/11/2008 1:46 P	
Armstrong, Roger		3		
Boling, Tracy	Downtown Office	Madison, James		
Boling, Tracy		1		
Smith, Brian	Downtown Office	Kerrigan, Nancy	07/11/2008 1:47 P	
	Downtown Office	Howell III, Thursten	07/11/2008 1:47 P	
	Ambulatory Surgery Center	Simpson, Bettye A.	07/11/2008 1:48 P	
	Downtown Office	Levey, Sarah	07/11/2008 1:49 P	
	Downtown Office	Van Halen, Eddy	07/11/2008 1:51 P	
	Ambulatory Surgery Center	McConville, Jan	07/11/2008 1:51 P	
	Downtown Office	McConville, Jan	07/11/2008 1:51 P	
	Ambulatory Surgery Center	Howell, Lovenia	07/11/2008 1:52 P	
	Downtown Office	Howell III, Thursten	07/11/2008 1:53 P	
Smith, Brian		9		
<b>TOTALS</b>		<b>13</b>		

Once the report is run, right-click on the report data and select “Total lines only”

<b>Example:</b>		<b>The Fusion Medical Practice Encounters Listing From 7/1/2008 to 7/11/2008</b>	
<b>7/11/08 4:03 PM</b>			
		<b>Pat Name</b>	
<b>Armstrong, Roger</b>		<b>3</b>	
<b>Boling, Tracy</b>		<b>1</b>	
<b>Smith, Brian</b>		<b>9</b>	
<b>TOTALS</b>		<b>13</b>	

**Daily Activity: Charges, Payments, Adjustments, Refunds**

**Purpose:** Provide a report to review all the activity for the day (or any other specified time frame). The numbers in parenthesis next to the name of the creator indicates the number of line item entries (charges, payments, adjustments and/or refunds) made for each person.

**Reports > Daily > Activity Detail**

**Columns:** Created By, Type Desc, E//A/B, Name, Amount, Count, Create Date

**Filter 1:** Select the Create Date option “today” (or other specified time frame) for both Charge Create Date and Trans Post date

**Totals:** Remove Subtotal Prefix “Totals For”; Select checkbox “Total lines only”

**Sorting:** Group: Type Desc ; Created By

<b>Example:</b>		<b>Amount</b>
<b>The Fusion Medical Practice</b>		
<b>Activity Detail</b>		
From 6/1/2008 To 6/1/2008		
7/01/08 3:26 PM		
<b>Adj</b>		
Perry, Dee K (18)		-\$743.61
West, Robert J (62)		-\$2,035.50
<b>Adj (80)</b>		<u>-\$2,779.11</u>
<b>Chg</b>		
Perry, Dee K (49)		\$3,049.26
Walker, Monica (1)		\$50.00
West, Robert J (21)		\$11,038.00
<b>Chg (71)</b>		<u>\$14,137.26</u>
<b>Pnt</b>		
Perry, Dee K (21)		-\$458.40
Walker, Monica (1)		-\$15.00
West, Robert J (75)		-\$11,612.00
<b>Pnt (97)</b>		<u>-\$12,085.40</u>
<b>Ref</b>		
Perry, Dee K (1)		\$20.00
<b>Ref (1)</b>		<u>\$20.00</u>
<b>TOTALS (249)</b>		<u>-\$707.25</u>

### Tasks Analysis

**Purpose:** Provide a report to review all the activity associated with Tasks/Worklog.

**Reports > Tasks > Task Analysis**

**Columns:** User Name, Task Cnt, Nbr Open, Per Opn, Nbr Cmp, Per Cmp, Nbr Ovr, Per Ovr, Nbr Not St, Per Not St, Nbr in Prg, Per In Prg

**Filter 1:** Select the Create Date option for the time period to evaluate

**Sorting:** Ascending by User Name

<b>Example:</b>		<b>The Fusion Medical Practice Task Analysis</b>											
<b>10/29/08 4:11 PM</b>													
<b>User Name</b>	<b>Task Cnt</b>	<b>Nbr Opn</b>	<b>Per Opn</b>	<b>Nbr Cmp</b>	<b>Per Cmp</b>	<b>Nbr Ovr</b>	<b>Per Ovr</b>	<b>Nbr Not St</b>	<b>Per Not St</b>	<b>Nbr In Prg</b>	<b>Per In Prg</b>		
Anderson, Sarah	134	133	99	1	1	0	0	133	99	0	0		
Armstrong, Roger	7	7	100	0	0	1	14	7	100	0	0		
Auto Worker,	463	1	0	462	100	0	0	0	0	1	0		
Boling, Tracy	90	90	100	0	0	1	1	89	99	1	1		
Carson, Michael	12	12	100	0	0	0	0	12	100	0	0		
Greig, David	111	111	100	0	0	1	1	111	100	0	0		
Johnson, Caryln	30	28	93	2	7	0	0	28	93	0	0		
Jones, Bob	16	11	69	5	31	2	13	10	63	1	6		
Jones, Bob	122	116	95	6	5	0	0	116	95	0	0		
Perry, Dee K	167	142	85	25	15	3	2	133	80	9	5		
Smith, Brian	176	141	80	35	20	0	0	141	80	0	0		
Smith, Brian	11	9	82	2	18	0	0	9	82	0	0		
Stafford, Lora	6	5	83	1	17	0	0	5	83	0	0		
Walker, Monica	408	1	0	407	100	0	0	1	0	0	0		
West, Robert J	303	301	99	2	1	1	0	301	99	0	0		
White, Linda	37	36	97	1	3	0	0	36	97	0	0		
<b>TOTAL</b>	<b>2,093</b>	<b>1,144</b>	<b>54.66</b>	<b>949</b>	<b>45.34</b>	<b>9</b>	<b>0.43</b>	<b>1,132</b>	<b>54.09</b>	<b>12</b>	<b>0.57</b>		