



Accounts Receivable Details

For the most detailed information on Accounts Receivable you should use the “**Open Charges & Detailed Aging**” Report. From the Reports Menu select “**Monthly Reports**” then click the button “**Open Charges & Detailed Aging**”. The end of the report will give a complete breakdown with aging of unpaid charges by: Insurance, Patient, and Other. Other charges are charges that haven’t been sent to Insurance and are also not marked to bill the patient.

Accounts Receivable depends on many factors.

1) The patient ledger items posted must have the correct billing status.

On the Patient Billing screen is the “1 Pre-Audit Review” button.

This step will evaluate all the current items that are marked to bill the patient and show any discrepancies. You can click right on the report screen to correct the ledger items. An example might be co-payments on items that insurance paid 100% that could be applied to other patient charges. You can also run this “Audit” step from the Advanced Utility Menu, then select “CHG Posting Audit List” button.

2) A patient’s total balance could be zero or even negative and ledger items are still marked as “B” for bill the patient or “I” for Insurance. The Audit report in step 1 can point these out.

Also you can exclude these accounts from your report by selecting the “Skip Charges when Patient Acct balance is zero or negative option”.

3) If patient accounts have been placed into “Collections” status is important.

You can control if you want accounts in collections considered or not by selecting the report option for “Account Collections Status”.

On the following pages are a few examples of **Total** Accounts Receivable, **Insurance** Pending Accounts Receivable, **Patient** Pending Accounts Receivable, and **Other** Accounts Receivable results.

1) Show Accounts Receivable for all type of accounts, including accounts in collections.

Open Charges and Aging

01011980	03132018	00	Doc Num	<input checked="" type="checkbox"/> Skip Charges when Patient Acct Balance is zero or negative	<input checked="" type="checkbox"/> List Numbers Days Since DOS	<input checked="" type="checkbox"/> List Totals Only	<input checked="" type="checkbox"/> Eliminate Zero and Negative Charges	<input type="checkbox"/> Export Output to CSV File	
From Date	Thru Date								
								Account Collection Status	Charge Status
								<input checked="" type="radio"/> All Accounts	<input checked="" type="radio"/> All Types
								<input type="radio"/> Not in Collections	<input type="radio"/> Insurance Only
								<input type="radio"/> Only in Collections	<input type="radio"/> Patient Only
								<input type="radio"/> Other	

03-13-2018 10:56 AM Open Charges Detail for Doctor 00 01011980 03132018

Collection Status Ignored Charge Bill Status: All Types

Acct	Pat Name	Num	Days	DOS	DN Code	Ins	Charge	Prime	Sec	Adj	PatPaid	Owed	St					
Totals													486730.42	35770.20	374.24	76263.18	49993.86	324328.94
Aging Days: All Doctors, All Accounts, BillStatus:All																		
Current		30 Days		60 Days		90 Days		120 Days		180 Days		Over 180						
0 - 30		31-60		61-90		91-120		121-150		151-180		181+						
17894.77	6%	63926.01	20%	34319.14	11%	24725.87	8%	26383.00	8%	30965.42	10%	11765.53	4%					
300.00	0%	130.00	0%	240.06	0%	1424.19	0%	584.34	0%	493.97	0%	72416.17	22%					
37260.47	11%	0.00	0%	1500.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%					
Notes: 1) Zero and Negative Charges were Eliminated																		
2) Charges not marked PAID were skipped if the Patient's account balance was zero or negative.																		
End of Report																		

2) Show **Insurance** Pending Accounts Receivable for all type of accounts, including accounts in collections. In this example we didn't check "List Totals Only", notice the column for the number of days since the charge or date of service.

Open Charges and Aging

01011980	03132018	00	Doc Num	<input checked="" type="checkbox"/> Skip Charges when Patient Acct Balance is zero or negative	<input checked="" type="checkbox"/> List Numbers Days Since DOS	<input type="checkbox"/> List Totals Only	<input checked="" type="checkbox"/> Eliminate Zero and Negative Charges	<input type="checkbox"/> Export Output to CSV File	
From Date	Thru Date								
								Account Collection Status	Charge Status
								<input checked="" type="radio"/> All Accounts	<input checked="" type="radio"/> Insurance Only
								<input type="radio"/> Not in Collections	<input type="radio"/> Patient Only
								<input type="radio"/> Only in Collections	<input type="radio"/> Other

03-13-2018 1 M Open Charges Detail for Doctor 00 01011980-->03132018

Collection Status Ignored Charge Bill Status: Insurance Only

Acct	Pat Name	Num	Days	DOS	DN Code	Ins	Charge	Prime	Sec	PatPaid	Owed	St						
45604 Jackson Tony		225	07312017	07	99203	0290	185.00	0.00	0.00	0.00	30.00	155.00	I					
45608 Smith Jane		225	07312017	07	99204	0290	200.00	0.00	0.00	0.00	30.00	170.00	I					
45544 Blank Fred		225	07312017	07	11300	0289	100.00	0.00	0.00	0.00	0.00	100.00	I					
45544 Nelson Charles		225	07312017	07	99203	0289	185.00	0.00	0.00	0.00	40.00	145.00	I					
Totals													236858.60	2186.29	57.38	141.25	24493.94	209979.74
Aging Days: All Doctors, All Accounts, BillStatus: Insurance																		
Current		30 Days		60 Days		90 Days		120 Days		180 Days		Over 180						
0 - 30		31-60		61-90		91-120		121-150		151-180		181+						
17894.77	9%	63926.01	30%	34319.14	16%	24725.87	12%	26383.00	13%	30965.42	15%	11765.53	6%					
17894.77	9%	63926.01	30%	34319.14	16%	24725.87	12%	26383.00	13%	30965.42	15%	11765.53	6%					
Notes: 1) Zero and Negative Charges were Eliminated																		
2) Charges not marked PAID were skipped if the Patient's account balance was zero or negative.																		
End of Report																		

3) Show **Patient** Pending Accounts Receivable for all type of accounts, including accounts in collections. In this example we didn't check "List Totals Only" so detail lines would be listed.

Open Charges and Aging

01011980	03132018	00	Doc Num
From Date	Thru Date		
<input checked="" type="checkbox"/> Skip Charges when Patient Acct Balance is zero or negative <input checked="" type="checkbox"/> List Numbers Days Since DOS <input type="checkbox"/> List Totals Only <input checked="" type="checkbox"/> Eliminate Zero and Negative Charges <input type="checkbox"/> Export Output to CSV File			
Account Collection Status <input checked="" type="radio"/> All Accounts <input type="radio"/> Not in Collections <input type="radio"/> Only in Collections Charge Status <input checked="" type="radio"/> All Types <input type="radio"/> Insurance Only <input checked="" type="radio"/> Patient Only <input type="radio"/> Other			

03-13-2018 10:59 AM Open Charges Detail for Doctor 00 01011980<-->03132018

Acct	Pat Name	Num	Days	DOS	DN Code	Ins	Charge	Prime	Sec	Adj	PatPaid	Owed	St
45604 Jackson Tony		2433	07152011	01 17110	0304		125.00	0.00	0.00	11.93	0.00	113.07	B
45608 Smith Jane		2433	07152011	01 99213	0304		135.00	0.00	0.00	63.08	0.00	71.92	B
45544 Blank Fred		2451	06272011	01 81025	0203		10.00	0.00	0.00	0.00	0.00	10.00	B
45544 Nelson Charles		2505	05042011	02 IPLHA	0000		125.00	0.00	0.00	0.00	0.00	125.00	B
Totals							206341.35	33583.91	316.86	76121.93	20729.92	75588.73	

Aging Days: All Doctors, All Accounts, BillStatus:Patients

Current	30 Days	60 Days	90 Days	120 Days	180 Days	Over 180
0 - 30	31-60	61-90	91-120	121-150	151-180	181+

300.00	0%	130.00	0%	240.06	0%	1424.19	2%	584.34	1%	493.97	1%	72416.17	96% Patient
300.00	0%	130.00	0%	240.06	0%	1424.19	2%	584.34	1%	493.97	1%	72416.17	96%

Notes: 1) Zero and Negative Charges were Eliminated
2) Charges not marked PAID were skipped if the Patient's account balance was zero or negative.

End of Report

2) Show **Other** Pending Accounts Receivable for all type of accounts, including accounts in collections. In this example we didn't check "List Totals Only" so detail lines would be listed.

Open Charges and Aging

01011980	03132018	00	Doc Num
From Date	Thru Date		
<input checked="" type="checkbox"/> Skip Charges when Patient Acct Balance is zero or negative <input checked="" type="checkbox"/> List Numbers Days Since DOS <input type="checkbox"/> List Totals Only <input checked="" type="checkbox"/> Eliminate Zero and Negative Charges <input type="checkbox"/> Export Output to CSV File			
Account Collection Status <input checked="" type="radio"/> All Accounts <input type="radio"/> Not in Collections <input type="radio"/> Only in Collections Charge Status <input checked="" type="radio"/> All Types <input type="radio"/> Insurance Only <input type="radio"/> Patient Only <input checked="" type="radio"/> Other			

03-13-2018 11:01 AM Open Charges Detail for Doctor 00 01011980<-->03132018

Acct	Pat Name	Num	Days	DOS	DN Code	Ins	Charge	Prime	Sec	Adj	PatPaid	Owed	St
45604 Jackson Tony		69	01032018	01 99212	0441		110.00	0.00	0.00	0.00	0.00	35.00	75.00
45608 Smith Jane		69	01032018	01 99214	0289		160.00	0.00	0.00	0.00	0.00	25.00	135.00
45544 Blank Fred		69	01032018	01 99213	0625		135.00	0.00	0.00	0.00	0.00	0.00	135.00
45544 Nelson Charles		83	12202017	01 99213	0032		135.00	0.00	0.00	0.00	0.00	0.00	135.00
Totals							43530.47	0.00	0.00	0.00	0.00	4770.00	38760.47

Aging Days: All Doctors, All Accounts, BillStatus:Other

Current	30 Days	60 Days	90 Days	120 Days	180 Days	Over 180
0 - 30	31-60	61-90	91-120	121-150	151-180	181+

37260.47	96%	0.00	0%	1500.00	4%	0.00	0%	0.00	0%	0.00	0%	0.00	0% Other
37260.47	96%	0.00	0%	1500.00	4%	0.00	0%	0.00	0%	0.00	0%	0.00	0%

Notes: 1) Zero and Negative Charges were Eliminated
2) Charges not marked PAID were skipped if the Patient's account balance was zero or negative.

End of Report