



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

From Date Thru Date

☒ Skip Charges when Patient Acct Balance is zero or negative
☒ List Numbers Days Since DOS
☒ List Totals Only ☒ Eliminate Zero and Negative Charges
☐ Export Output to CSV File

Account Collection Status
☒ All Accounts
☐ Not in Collections
☐ Only in Collections

Charge Status
☒ All Types
☐ Insurance Only
☐ Patient Only
☐ 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
300.00	0%	130.00	0%	240.06	0%	1424.19	0%	584.34	0%	493.97	0%	72416.17
37260.47	11%	0.00	0%	1500.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00
55455.24 17% 64056.01 20% 36059.20 11% 26150.06 8% 26967.34 8% 31459.39 10% 84181.70 26%												

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

From Date Thru Date

☒ Skip Charges when Patient Acct Balance is zero or negative
☒ List Numbers Days Since DOS
☐ List Totals Only ☒ Eliminate Zero and Negative Charges
☐ Export Output to CSV File

Account Collection Status
☒ All Accounts
☐ Not in Collections
☐ Only in Collections

Charge Status
☐ All Types
☒ Insurance Only
☐ Patient Only
☐ Other

03-13-2018 10:56 AM

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	Adj	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
17894.77	9%	63926.01	30%	34319.14	16%	24725.87	12%	26383.00	13%	30965.42	15%	11765.53

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

☒ Skip Charges when Patient Acct Balance is zero or negative
☒ List Numbers Days Since DOS
☐ List Totals Only ☒ Eliminate Zero and Negative Charges
☐ Export Output to CSV File

Account Collection Status
☒ All Accounts
☐ Not in Collections
☐ Only in Collections

Charge Status
☐ All Types
☐ Insurance Only
☒ Patient Only
☐ Other

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

Collection Status Ignored Charge Bill Status:Patients Only

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%
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

☒ Skip Charges when Patient Acct Balance is zero or negative
☒ List Numbers Days Since DOS
☐ List Totals Only ☒ Eliminate Zero and Negative Charges
☐ Export Output to CSV File

Account Collection Status
☒ All Accounts
☐ Not in Collections
☐ Only in Collections

Charge Status
☐ All Types
☐ Insurance Only
☐ Patient Only
☒ Other

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

Collection Status Ignored Charge Bill Status:Other

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	35.00	75.00	
45608	Smith Jane	69	01032018	01	99214	0289	160.00	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	135.00	
45544	Nelson Charles	83	12202017	01	99213	0032	135.00	0.00	0.00	0.00	0.00	135.00	
Totals							43530.47	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%
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