

Tracking Contracted Insurance Payments

How to Track if Insurance Carriers are paying the amount they agreed to pay.

1) Create an Insurance Payment Profile for the specific Carrier.

- From the Utility Menu select, "Ins Payment Profile"
- When prompted enter the Carrier Number
- Fill in the column labeled "Profile Amount" with the contracted amount for each charge (If any procedures are not contracted, just leave their amounts blank).

Payment Profile		13	MUTUAL OF OMAHA
Chg Code	Profile Amount	Base Fee	Procedure Description
BIOPY	50.00	85.00	Biopsy
DRAIN	60.00	95.00	Wound Drainage
DRNAB	50.00	65.00	Drain Abscess
SCAN	125.00	250.00	Full Body SCAN
OFFV1	180.00	220.00	Initial Office Visit
OFFV2	85.00	110.00	Follow Up Office Visit
OFFV3	100.00	150.00	Follow Up Office Visit Ex
SBONE	90.00	185.00	Set Broken Bone
STFEE		0.00	Multiple Statement Fee
XRAY1	30.00	55.00	Xray Broken Bone
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	

A red arrow points to the row containing XRAY1.

2) Run a report for any date range to see charges that have been paid for and the amounts paid don't match the contracted amounts.

- From the Reports Menu, select Management Reports.
- Select and run the "Ins Payment Profile Comparison" report.

Management Reports

Doctor Number or
00 for All

00

Provider Number or
00 for all

00

Collections Accts?

☒ No ☐ Yes ☐ Only Collection Accts

☐ Balance List, Last Visit Date Over

60

Days Ago

☐ Zip Codes & Ages Patients Seen Since

07182020

☐ Don't SubTotal Zip Codes with Less than 10 Patients

☐ Analyze Insurance Plan

☐ First Balance Ledger Audit

07 18 2020

07 18 2021

Start Date

Ending Date

☐ Top Patients by Payments

☐ Deleted Patients Listing

☐ Deleted and Hidden Transactions

☐ Patient Forced Balance Changes

☐ Login Dates & Times

☐ Login Dates & Times New

☐ Accounts Receivable Daily Snap Shot Log

☐ DaySheet Printed Accounts Receivable Log

☐ Ledger Change Audit Report

☐ Log SOAP Note Deletes, Move, & Renames

User ID
Prefix

UserID

UserID

Analysis

☐ New Patient Average Value

☐ Patient Visits by Doctor

☐ Payment Distribution Differences

☐ Credit Balance Line Item Research Report

☐ Unique Num Seen per

☐ Diagnosis Analysis Statistics

☐ CHG Code Analysis Statistics

☐ Accts Receivable Calculated

☐ Count Num Charges Per Visit

☐ Ins Payment Profile Comparison

☐ Receipts Printed

☐ Held Payments

☐ Ins Browse Override

☐ View Statement Log

☐ Emergency Access

☐ SOAP Note UnSign

☐ Posted Zero Charges

☐ ElecClaim Submit Audit

☐ ElecClaim Raw History

☐ Posting Date Reset Log

Run

Exit