

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).

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 Provider Number or Collections Accts? No Yes Only Collection Accts

Balance List, Last Visit Date Over Days Ago

Zip Codes & Ages Patients Seen Since Don't SubTotal Zip Codes with Less than 10 Patients

Analyze Insurance Plan

First Balance Ledger Audit

Start Date Ending Date

Top Patients by Payments

Deleted Patients Listing

Deleted and Hidden Transactions User ID Prefix

Patient Forced Balance Changes

Login Dates & Times UserID

Login Dates & Times New UserID

Accounts Receivable Daily Snap Shot Log

DaySheet Printed Accounts Receivable Log

Ledger Change Audit Report

Log SOAP Note Deletes, Move, & Renames

Analysis

New Patient Average Value Diagnosis Analysis Statistics

Patient Visits by Doctor CHG Code Analysis Statistics

Payment Distribution Differences Accts Receivable Calculated

Credit Balance Line Item Research Report Count Num Charges Per Visit

Unique Nu Seen per I Ins Payment Profile Comparison

Logs

Receipts Printed SOAP Note UnSign

Held Payments Posted Zero Charges

Ins Browse Override ElecClaim Submit Audit

View Statement Log ElecClaim Raw History

Emergency Access Posting Date Reset Log

Run Exit