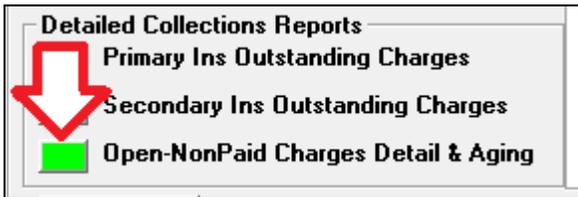


Managing Accounts Receivable

Open Non-Paid Charges Report

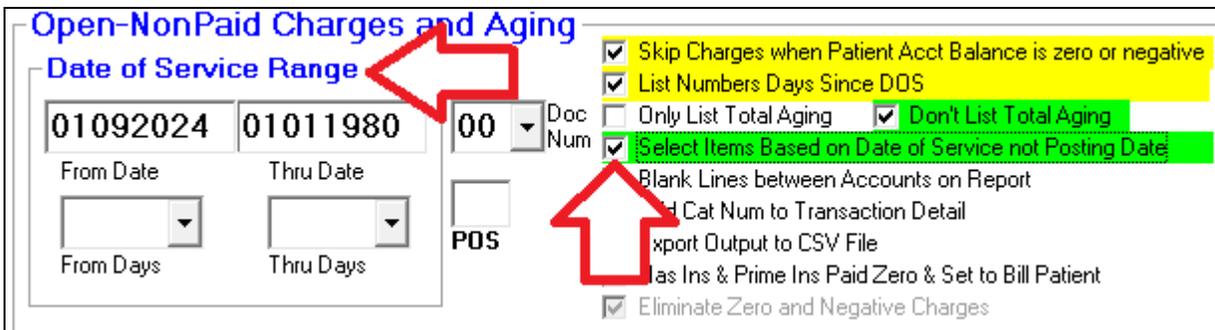
There are many different reports to help manage accounts receivable. A great place to start is the “Open Non-Paid Charges” report.

From the “Reports Menu” select “Monthly Reports”, then select under “Detailed Collections Reports” select “Open Non-Paid Charges Detail & Aging”.

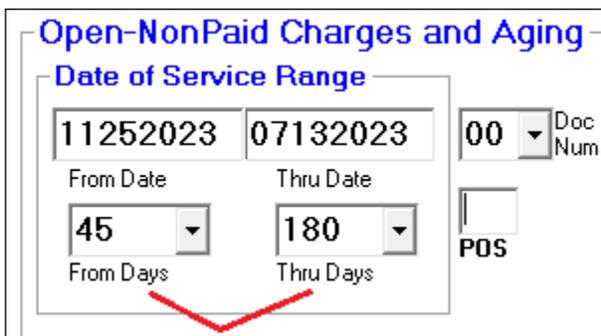


You will see the report screen with many options listed at the top. First we will cover the options, then show examples on how to use the report.

The first option you should select is “Select Items Based on Date of Service Not Posting Date”. We highly recommend you always use this option.



Next you can pick a reasonable date range to look for items to be followed up on. For example **45 days to 180 days** old. The easiest way to do this is to click on the “From Days” & “Thru Days” Drop down arrows and pick a value or even just type in the number of days you want. When you change the number of days fields the date field above them will automatically be changed.



Note: You can also specify the Doctor Number “Doc Num” and/or Place of Service “POS” of items selected.

| | |
|-------------------------------------|--|
| <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"/> | Only List Total Aging |
| <input checked="" type="checkbox"/> | Don't List Total Aging |
| <input checked="" type="checkbox"/> | Select Items Based on Date of Service not Posting Date |
| <input checked="" type="checkbox"/> | Blank Lines between Accounts on Report |
| <input type="checkbox"/> | Add Cat Num to Transaction Detail |
| <input type="checkbox"/> | Export Output to CSV File |
| <input type="checkbox"/> | Has Ins & Prime Ins Paid Zero & Set to Bill Patient |
| <input checked="" type="checkbox"/> | Eliminate Zero and Negative Charges |

Check Box Options:

- **"Skip Charges when Patient Acct Balance is zero or negative"** will eliminate items being listed on the report if the patient's balance is zero or negative.
- **"List Number Days Since DOS"** will cause the Report to list the Number of Days since the items Date of Service and Today's date. The Column on the report is labeled "DOS".
- **"Only List Total Aging"** The report will default to listing both detailed items or charges selected and a detailed aging of the items selected at the end of the report. If you select this option then only the aging information is shown on the report, the detailed item lines are eliminated.
- **"Don't List Total Aging"** the report will eliminate the aging information on the end of the report and just list the items selected.
- **"Blank Lines between Accounts on Report"**, this can make the report easier to read because there will be a blank line between each patient's items listed.
- **"Add Cat Number to Transaction Detail"** some offices create Category labels on different types of charge or CPT Codes. For example: products vs services, or even types of services like procedures vs imaging, etc. This would just add the "Cat" column onto the end of each items listed.
- **"Export Output to CSV File"** This lets you export the report data into a file you can open and manipulate with Excel.
- **"Has Ins & Prime Ins Paid Zero & Set to Bill Patient"** this would cause the report to only select patients that have at least a Primary Insurance Carrier, and their Prime Carrier paid nothing for the charge, and the charge is set to bill the patient.

| | |
|---|--|
| Account Collect Status <input checked="" type="radio"/> All Accounts <input type="radio"/> Not in Collections <input type="radio"/> Only in Collections | Billing Charge Status <input checked="" type="radio"/> All Types <input type="radio"/> Insurance Only <input type="radio"/> Patient Only <input type="radio"/> Other (Not Sent to Ins) Car Number <input type="text"/> Item Minimum Amt Owed 5.00 |
|---|--|

Account Collection Status: you can select to see all Accounts, or only accounts Not in Collections, or only Collection Accounts.

Billing Charge Status: you can select all types of billing, or only charges marked as out to Insurance, or charges marked for Patient Billing, or other items with blank status like they have never been submitted to insurance.

Car Number: you can limit selected items to a specific Insurance Carrier by number.

Item Minimum Amt Owed: Specify an amount that if an amount owed on the items is less than the item will not be shown on the report.

Example 1:

Patient charges that are **45** to **180** days old and are **waiting for insurance** to pay and not in collections. Accounts are not currently in collections. Only charges are shown that have **\$5** or more still be owed.

Open-NonPaid Charges and Aging

Date of Service Range
 11252023 07132023
 From Date Thru Date
 45 180
 From Days Thru Days

Doc Num: 00
 POS

Account Collect Status
 All Accounts
 Not in Collections
 Only in Collections

Billing Charge Status
 All Types
 Insurance Only
 Patient Only
 Other (Not Sent to Ins)
 Car Number:
 Item Minimum Amt Owed: 5.00

Skip Charges when Patient Acct Balance is zero or negative
 List Number Days Since DOS (Date of Service) on Report
 Only List Total Aging Don't List Total Aging
 Select Items Based on Date of Service not Posting Date
 Blank Lines between Accounts on Report
 Add Cat Num to Transaction Detail
 Export Output to CSV File
 Has Ins & Prime Ins Paid Zero & Set to Bill Patient
 Eliminate Zero and Negative Charges

01-024 03:15 Open-NonPaid Charges Detail for Doctor 00 07132023<-->11252023
 (Not in Collections) Charge Bill Status:(Insurance Only) (Aged on Date of Service) (MinAmt Owed 5.00)

| Acct | Pat Name | Num Days | DOS | DN Code | Ins | Charge | Prime | Sec | Adj | PatPaid | Owed | St |
|-------|----------------|----------|----------|----------|------|--------|--------|------|--------|---------|--------|----|
| 05592 | LUGO LINDSEY | 57 | 11132023 | 04 17110 | 0140 | 320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 320.00 | I |
| 05592 | LUGO LINDSEY | 57 | 11132023 | 04 99214 | 0140 | 353.00 | 0.00 | 0.00 | 0.00 | 0.00 | 353.00 | I |
| 04627 | WATERS ZOEY | 57 | 11132023 | 03 17110 | 0356 | 320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 320.00 | I |
| 04627 | WATERS ZOEY | 57 | 11132023 | 03 99214 | 0356 | 353.00 | 0.00 | 0.00 | 0.00 | 0.00 | 353.00 | I |
| 02272 | HICKS MACY F | 57 | 11132023 | 04 17003 | 0004 | 300.00 | 69.93 | 0.00 | 212.23 | 0.00 | 17.84 | I |
| 02272 | HICKS MACY F | 57 | 11132023 | 04 17110 | 0004 | 320.00 | 117.34 | 0.00 | 172.73 | 0.00 | 29.93 | I |
| 02272 | HICKS MACY F | 57 | 11132023 | 04 17000 | 0004 | 187.00 | 33.58 | 0.00 | 144.85 | 0.00 | 8.57 | I |
| 02272 | HICKS MACY F | 57 | 11132023 | 04 99214 | 0004 | 353.00 | 120.02 | 0.00 | 202.36 | 0.00 | 30.62 | I |
| 51572 | SCHULTZ JADE | 60 | 11102023 | 03 99214 | 0423 | 353.00 | 0.00 | 0.00 | 0.00 | 0.00 | 353.00 | I |
| 47131 | LU ANGELICA | 60 | 11102023 | 04 99214 | 0402 | 353.00 | 0.00 | 0.00 | 0.00 | 20.00 | 333.00 | I |
| 47018 | LUNA REAGAN | 60 | 11102023 | 04 99213 | 0036 | 240.00 | 38.55 | 0.00 | 151.45 | 0.00 | 50.00 | I |
| 45936 | WINTERS ALEXIS | 60 | 11102023 | 04 17110 | 0140 | 320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 320.00 | I |
| 45936 | WINTERS ALEXIS | 60 | 11102023 | 04 99214 | 0140 | 353.00 | 0.00 | 0.00 | 0.00 | 20.00 | 333.00 | I |
| 44705 | GRIFFIN KARLA | 60 | 11102023 | 03 17000 | 0427 | 187.00 | 0.00 | 0.00 | 0.00 | 0.00 | 187.00 | I |
| 44705 | GRIFFIN KARLA | 60 | 11102023 | 03 17110 | 0427 | 320.00 | 0.00 | 0.00 | 0.00 | 295.69 | 24.31 | I |

Run Print Print Bold **1)Click on Detail Line to view Ledger screen** Exit

Notes:

- The Number of Days old the item is in the left-hand side column "Num Days". It's **57 & 60** days on these items.
- The far right-hand column lists the item's billing status, "I" is for Insurance Pending.
- If you click on a line item, the patient's ledger screen will be displayed.
- You can print out the report by using the "Print" button.

Example 2:

Patient charges that are **45** to **180** days old and are **waiting for patient** payment and not in collections. Accounts are not currently in collections. Only charges are shown that have **\$5** or more still be owed.

Open-NonPaid Charges and Aging

Date of Service Range
 From Date: 11252023 | Thru Date: 07132023
 From Days: 45 | Thru Days: 180
 Doc Num: 00 | POS: POS

Account Collect Status
 All Accounts
 Not in Collections
 Only in Collections

Billing Charge Status
 All Types
 Insurance Only
 Patient Only
 Other (Not Sent to Ins)
 Car Number:
 Item Minimum Amt Owed: 5.00

Skip Charges when Patient Acct Balance is zero or negative
 List Number Days Since DOS (Date of Service) on Report
 Only List Total Aging
 Don't List Total Aging
 Select Items Based on Date of Service not Posting Date
 Blank Lines between Accounts on Report
 Add Cat Num to Transaction Detail
 Export Output to CSV File
 Has Ins & Prime Ins Paid Zero & Set to Bill Patient
 Eliminate Zero and Negative Charges

01-24 02:59 Open-NonPaid Charges Detail for Doctor 00 07132023<-->11252023
 (Not in Collections) Charge Bill Status: (Patients Only) (Aged on Date of Service) (MinAmt Owed 5.00)

| Acct | Pat Name | Num Days | DOS | DN Code | Ins | Charge | Prime | Sec | Adj | PatPaid | Owed | St |
|-------|---------------------|----------|----------|----------|------|--------|--------|--------|--------|---------|--------|----|
| 39550 | ARNOLD ALEXANDRIA | 55 | 11152023 | 04 96910 | 0140 | 217.00 | 83.45 | 0.00 | 124.28 | 0.00 | 9.27 | B |
| 17179 | GRIFFITH SAVANNAH C | 55 | 11152023 | 01 99213 | 0004 | 240.00 | 85.30 | DEDUCT | 132.94 | 0.00 | 21.76 | B |
| 12327 | MCCULLOUGH LILY | 55 | 11152023 | 04 99213 | 0140 | 240.00 | 94.62 | 0.00 | 134.87 | 0.00 | 10.51 | B |
| 11330 | HENSLEY SABRINA | 55 | 11152023 | 02 17003 | 0377 | 90.00 | DEDUCT | 0.00 | 58.71 | 0.00 | 31.29 | B |
| 11330 | HENSLEY SABRINA | 55 | 11152023 | 02 17000 | 0377 | 187.00 | DEDUCT | 0.00 | 132.59 | 0.00 | 54.41 | B |
| 11330 | HENSLEY SABRINA | 55 | 11152023 | 02 17110 | 0377 | 320.00 | DEDUCT | 0.00 | 128.36 | 0.00 | 191.64 | B |
| 05450 | ACEVEDO KYLIE P | 55 | 11152023 | 02 99214 | 0004 | 353.00 | 120.02 | 10.62 | 202.36 | 0.00 | 20.00 | B |
| 05431 | SMALL CHRISTINA | 55 | 11152023 | 04 17110 | 0140 | 320.00 | 96.92 | 0.00 | 183.08 | 0.00 | 40.00 | B |
| 05394 | TRUONG MAYA | 55 | 11152023 | 02 99214 | 0010 | 353.00 | 114.80 | 0.00 | 209.50 | 0.00 | 28.70 | B |
| 05246 | HUFF STEPHANIE A | 55 | 11152023 | 11 99213 | 0004 | 240.00 | 85.30 | 1.76 | 132.94 | 0.00 | 20.00 | B |
| 05097 | YODER CAROLINE | 55 | 11152023 | 11 77401 | 0273 | 62.00 | 33.97 | 0.00 | 22.03 | 0.00 | 6.00 | B |
| 05097 | YODER CAROLINE | 55 | 11152023 | 11 77280 | 0273 | 410.00 | 199.79 | 0.00 | 174.95 | 0.00 | 35.26 | B |
| 05097 | YODER CAROLINE | 55 | 11152023 | 11 99213 | 0273 | 240.00 | 75.27 | 0.00 | 151.45 | 0.00 | 13.28 | B |
| 04327 | FRANCO EVELYN | 55 | 11152023 | 02 99214 | 0423 | 353.00 | 94.42 | 0.00 | 234.97 | 0.00 | 23.61 | B |

Run Print Print Bold **1)Click on Detail Line to view Ledger screen** Exit

Notes:

- The Number of Days old the item is in the left-hand side column "Num Days". It's **55** days on these items.
- The far right-hand column lists the item's billing status, "**B**" indicates the Patient will be "Billed".
- If you click on a line item, the patient's ledger screen will be displayed.
- You can print out the report by using the "Print" button.

Example 3:

Patient charges that are **45** to **180** days old and were **never submitted to insurance** and not in collections. Accounts are not currently in collections. Only charges are shown that have **\$5** or more still be owed.

Open-NonPaid Charges and Aging

Date of Service Range
 From Date: 11252023 Thru Date: 07132023
 From Days: 45 Thru Days: 180
 Doc Num: 00 PDS

Skip Charges when Patient Acct Balance is zero or negative
 List Number Days Since DOS (Date of Service) on Report
 Only List Total Aging Don't List Total Aging
 Select Items Based on Date of Service not Posting Date
 Blank Lines between Accounts on Report
 Add Cat Num to Transaction Detail
 Export Output to CSV File
 Has Ins & Prime Ins Paid Zero & Set to Bill Patient
 Eliminate Zero and Negative Charges

Account Collect Status
 All Accounts
 Not in Collections
 Only in Collections

Billing Charge Status
 All Types
 Insurance Only
 Patient Only
 Other (Not Sent to Ins)
 Car Number:
 Item Minimum Amt Owed: 5.00

01 11/24/2023 03:03:11 Open-NonPaid Charges Detail for Doctor 00 07132023<-->11252023
 (Not in Collections) Charge Bill Status: (Other-Not Sent to Ins) (Aged on Date of Service) (MinAmt Owed 5.00)

| Acct | Pat Name | Num Days | DOS | DN Code | Ins | Charge | Prime | Sec | Adj | PatPaid | Owed | St |
|---------------|-----------------|----------|----------|----------|------|---------|--------|------|--------|---------|--------|----|
| 24025 | DANIELS ESERALD | 55 | 11152023 | 04 17000 | 0004 | 187.00 | 33.58 | 0.00 | 144.85 | 0.00 | 8.57 | |
| 24025 | DANIELS ESERALD | 55 | 11152023 | 04 17110 | 0004 | 320.00 | 117.34 | 0.00 | 172.73 | 0.00 | 29.93 | |
| 03900 | TUCKER JADA | 62 | 11082023 | 11 77401 | 0004 | 62.00 | 44.66 | 0.00 | 5.95 | 0.00 | 11.39 | |
| 03900 | TUCKER JADA | 62 | 11082023 | 11 77280 | 0004 | 410.00 | 287.93 | 0.00 | 48.62 | 0.00 | 73.45 | |
| 03900 | TUCKER JADA | 62 | 11082023 | 11 99213 | 0004 | 240.00 | 85.30 | 0.00 | 132.94 | 0.00 | 21.76 | |
| Totals | | | | | | 1219.00 | 568.81 | 0.00 | 505.09 | 0.00 | 145.10 | |

End of Report

Run Print Print Bold **1)Click on Detail Line to view Ledger screen** Exit

Notes:

- The Number of Days old the item is in the left-hand side column "Num Days". It's **55** and **62** days on these items.
- The far right-hand column lists the item's **billing status is blank** because it hasn't been submitted to Insurance or set to bill the patient.
- If you click on a line item, the patient's ledger screen will be displayed.
- You can print out the report by using the "Print" button.