## 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.

Skip Charges when Patient Acct Balance is zero or negative								
List Numbers Days Since DOS								
🔲 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								

#### **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 ready 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 lease 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 Billing Charge Status								
<ul> <li>All Accounts</li> <li>Not in Collections</li> <li>Only in Collections</li> </ul>	<ul> <li>All Types</li> <li>Insurance Only</li> <li>Patient Only</li> <li>Other (Not Sent to Ins)</li> </ul>							
	Car Number Item Minimum Amt Owed <b>5.00</b>							

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 a	and Aging	ges when Patien	t Acct Balance	is zero or negative	Account	Collect Statu		arge Status	
11252023 07132023	✓       List Numb         OO       ✓         Num       ✓         Select Ite	✓       List Number Days Since DDS (Date of Service) on Report         ✓       Doc       Only List Total Aging         ✓       Num       ✓         ✓       Select tems Based on Date of Service not Posting Date         ✓       ✓				Not in Collections     Only insurance Only     Only insurance Only     Only insurance Only     Other (Not Se		e Only Only ot Sent to In:	
45 • 180 • From Days Thru Days	POS Add Cat N POS Export Ou Has Ins &	Ium to Transaction Ium to CSV File Prime Ins Paid Z Zero and Negativ	on Detail Gero & Set to Bill Ve Charges	Patient	L	-	Car Number Item Minimur Amt Owed	m <b>5.0</b>	
01 024 03:12	Open-NonPaid	Charges Det	ail for Doc	ctor 00 0713202	3<>112	52023			
(Not i llecti	ions) Charge Bill St	atus: (Insur	ance Only)	(Aged on Date	of Servio	ce) (MinAmt	Owed 5.00)	Qued	C.h.
ACCT Pat Name N	wum Days DOS DN Co	de Ins		Prime	sec	Ααj	Patrald	Uwea	St
05592 LUCO LINDSRY	57 11132023 04 12	110 0140	320.00	0.00	0.00	0.00	0.00	320.00	
05592 LUGO LINDSEY	57 11132023 04 99	214 0140	353.00	0.00	0.00	0.00	0.00	353.00	i
	N.								
04627 WATERS ZOEY	57 11132023 03 17	110 0356	320.00	0.00	0.00	0.00	0.00	320.00	I
04627 WATERS ZOEY	57 11132023 03 99	214 0356	353.00	0.00	0.00	0.00	0.00	353.00	I
	55 44400000 04 45			<b>60.00</b>					-
02272 HICKS MACY F	57 11132023 04 17	110 0004	300.00	69.93	0.00	212.23	0.00	17.84	1
02272 HICKS MACT F	57 11132023 04 17 57 11132023 04 17	000 0004	187 00	33 58	0.00	1/2./3	0.00	29.93	T
02272 HICKS MACY F	57 11132023 04 17	214 0004	353 00	120.02	0.00	202 36	0.00	30.62	T
02272 HICKS MACT I	57 11152025 04 55	214 0004	333.00	120.02	0.00	202.30	0.00	30.02	1
51572 SCHULTZ JADE	60 11102023 03 99	214 0423	353.00	0.00	0.00	0.00	0.00	353.00	I
47131 LU ANGELICA	60 11102023 04 99	214 0402	353.00	0.00	0.00	0.00	20.00	333.00	I
47018 LUNA REAGAN	60 11102023 04 99	213 0036	240.00	38.55	0.00	151.45	0.00	50.00	I
AFORE NTREES ALEXTS	60 11100003 04 15	110 0140	200.00	0.00	0.00	0.00	0.00	200.00	
45936 WINTERS ALEXIS	60 11102023 04 17	214 0140	353 00	0.00	0.00	0.00	20.00	333 00	T
43330 WINIERS ALEAIS	00 11102023 04 33	214 0140	333.00	0.00	0.00	0.00	20.00	333.00	1
44705 GRIFFIN KARLA	60 11102023 03 17	000 0427	187.00	0.00	0.00	0.00	0.00	187.00	I
44705 GRIFFIN KARLA	60 11102023 03 17	110 0427	320.00	0.00	0.00	0.00	295.69	24.31	I
									~
Run Print	Print Bold	ick on Deta	il Line to vi	ew Ledger scr	een				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				Account	t Collect Status		rge Status	
Date of Service Range	Skip Charges when Patient Acct Balance is zero or negative				C All Ac	C All Accounts C All Types			
	List Number Days Since DUS (Date of Service) on Report				Not in Collections		O Insurance Only		
11252023 07132023 0	0 VIII University 10 VIII VIIII VIIIII VIIII VIIII VIIIII VIIII VIIII VIIII VIIII VIIII VIIII VIIII VI	aging 🔽 D	/on t List Tot f Coruico no	ai Aging t Posting Disto	🔿 Only j		💿 Patient O	nly 🛛 🖌	
From Date Thru Date	Blank Lines be	ised on Diate of Ween Account	r Service no s on Report	Chosting Date	- 4	2	O Other (No	ot Sent to In	sj
	Add Cat Num to	Transaction F	)etail				Car Number		
45 • 180 • PC	0S Export Output t	o CSV File	/otdii		•	_	Item Minimun	۱ <u> </u>	
From Days Thru Days	Has Ins & Prime	Ins Paid Zero	& Set to Bill	Patient			Amt Owed	5.0	
	🔽 Eliminate Zero 🤅	and Negative C	Charges						
01- 24 02:59	Open-NonPaid Char	rges Detail	l for Doc	tor 00 071320	23<>112	52023			
(Not ollections	s) Charge Bill Statu	us:(Patient	ts Only)	(Aged on Date	of Servi	ce) (MinAmt	Owed 5.00)		
Acct Pat Name Num I	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	в
17179 GRIFFITH SAVANNAH C	55 11152023 01 99213	0004	240.00	85.30	DEDUCT	132.94	0.00	21.76	в
12327 MCCULLOUGH LILY	55 11152023 04 99213	0140	240.00	94.62	0.00	134.87	0.00	10.51	В
N									
11330 HENSLEY SABRINA	55 11152023 02 17003	0377	90.00	DEDUCT	0.00	58.71	0.00	31.29	В
11330 HENSLEY SABRINA	55 11152023 02 17000	0377	187.00	DEDUCT	0.00	132.59	0.00	54.41	В
11330 HENSLEY SABRINA	55 11152023 02 17110	0377	320.00	DEDUCT	0.00	128.36	0.00	191.64	в
	FE 11150000 00 00014	0004	252.00	100.00	10 00	000.00	0.00		
05450 ACEVEDU KILLE P	55 11152023 02 99214	0004	353.00	120.02	10.62	202.36	0.00	20.00	Б
05431 SMALL CHRISTINA	55 11152023 04 17110	0140	320.00	96 92	0 00	183 08	0 00	40 00	в
STOL SHAD CHRISTING	55 11152025 64 17116	0140	520.00	50.52	0.00	100.00	0.00	40.00	2
05394 TRUONG MAYA	55 11152023 02 99214	0010	353.00	114.80	0.00	209.50	0.00	28.70	в
05246 HUFF STEPHANIE A	55 11152023 11 99213	0004	240.00	85.30	1.76	132.94	0.00	20.00	В
05097 YODER CAROLINE	55 11152023 11 77401	0273	62.00	33.97	0.00	22.03	0.00	6.00	В
05097 YODER CAROLINE	55 11152023 11 77280	0273	410.00	199.79	0.00	174.95	0.00	35.26	в
05097 YODER CAROLINE	55 11152023 11 99213	0273	240.00	75.27	0.00	151.45	0.00	13.28	В
U4327 FRANCO EVELYN	55 11152023 02 99214	0423	353.00	94.42	0.00	234.97	0.00	23.61	в 🗸
	Print Bold 1)Click	on Detail L	ine to vi	ew Ledger sci	reen				
Run Print									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         Date of Service Range         11252023       07132023         From Date       Thru Date         45       180         From Days       Thru Days	And Aging V Skip Cha V List Numi 00 V Doc Only List Num V Select Iter Add Cat I POS Export 0 Has Ins 8	ges when Patient Acct Balanc ber Days Since DOS (Date of S Total Aging Don't List T ms Based on Date of Service I es between Accounts on Repr Jum to Transaction Detail uput to CSV File Prime Ins Paid Zero & Set to B	e is zero or negative iervice) on Report otal Aging not Posting Date ont iill Patient	Account Collect State All Accounts Not in Collections Only in Collections	us Billing Charge Status C All Types C Insurance Only Patient Only Other (Not Sent to In Car Number Item Minimum Amt Owed	
Oi 24 03:03 7 (Not in C tions Acct Fat Name N	Den-NonPaid Open-NonPaid Charge Bill Statu Num Days DOS DN Co	Zero and Negative Charges Charges Detail for D ns:(Other-Not Sent to ode Ins Charge	octor 00 0713202 Ins) (Aged on D Prime	23<>11252023 Date of Service) (Mi Sec Adj	inAmt Owed 5.00) PatPaid Owed	
24025 DANIELS ESMERALD 24025 DANIELS ESMERALD 03900 TUCKER JADA 03900 TUCKER JADA	55 11152023 04 1 55 11152023 04 1 62 11082023 11 7 62 11082023 11 7 62 11082023 11 7	7000         0004         187.00           7110         0004         320.00           7401         0004         62.00           7280         0004         410.00           7213         0004         240.00	33.58 117.34 44.66 287.93	0.00 144.85 0.00 172.73 0.00 5.95 0.00 48.62	0.00 8.57 0.00 29.93 0.00 11.39 0.00 73.45	
Totals End of Report		1219.00	568.81	0.00 505.09	0.00 145.10	
Run Print	Print Bold	lick on Detail Line to	view Ledger scre	een		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.