

Daily Reports

| Menu Option | Report Name | Results | Settings | Hints |
|---------------------|--|--|--|--|
| Daily Reports | <input checked="" type="checkbox"/> Audit Report | Provides paper audit trail of all financial transactions posted for the day. | | Can limit Reports by UserID do double check your own work. |
| | <input checked="" type="checkbox"/> Bank Desposit | Used to cross check all income from checks, cash, and charge card. | Recommend using Bank Deposit by Category | |
| | <input checked="" type="checkbox"/> Daysheet | Traditional type report showing account changes for each patient effected. | | |
| | <input checked="" type="checkbox"/> Patient Daily Review | Used to double check CPT codes, diagnosis codes, and modifiers. Nice to run before you submit daily insurance. | Recommend that you check the "Show Insurance Carriers" option. | |
| | <input checked="" type="checkbox"/> Schedule Cross Reference | Points out any patients that are on the schedule that have no charges posted to their account. | | |
| Insuarance Tracking | <input checked="" type="checkbox"/> Daily Log | Paper Audit trail of all claims submitted for the day. | | |

Remember: There are many reports, these are the ones we recommend you print, evaluate and keep in a notebook.