

Monthly or Bi-Monthly Collection Reports

Reports Menu Option	Report Name	Results	Settings	Hints
Monthly Reports	<input checked="" type="checkbox"/> Account Receivable	Contains the up-to-the minute total of all account balances. Should run at the end of the last day of business for the Month, or the beginning of the first day.		
	<input checked="" type="checkbox"/> Aging 30 60 90	Catch all report that shows aging regardless of the patient has insurance or not.	Should set the options so that all balances are shown. Even the ones less than 90 days. Use the Options button and UnCheck the option that limits the report to items 90 days and older.	Run with different options. Run the full report without the payment details, to get a shorter report to review.
	<input checked="" type="checkbox"/> Account Detail Aging	Shows the Aging of accounts and lists the detail CPT Level Charge information. Report is only relevant if you post payments to the individual CPT codes.	Should set the options so that all balances are shown. Even the ones less than 90 days. Use the Options button and UnCheck the option that limits the report to items 90 days and older.	
	<input checked="" type="checkbox"/> Account Aging Patient Portion	Shows the Aging of the amounts that the patient owes you verse insurance. Report is only relevant if you post payments to the individual CPT codes.		

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Detailed Charge Ins Aging	<input checked="" type="checkbox"/> Primary or Secondary Detailed Insurance Aging	Shows status of outstanding insurance claims at the CPT Code level. Report is only relevant if you post payments to the individual CPT codes.	Recommend you should check option for items only 30 days or older. Also, Do Not check to eliminate detail.	Run with different options to see results.
Billing History Report	<input checked="" type="checkbox"/> Billing History Report	Try running both reports. Reports the information from the patients "Billing History" window. 1 shows billing history based on the last charge on the patient ledger. 2 shows billing history based on the last payment made by the patient.	Be sure and notice you can change the sort order of the report by either date of patient name.	Date order is most likely the best choice.
Management Reports	<input checked="" type="checkbox"/> Balance List last visit over 60 Days	Shows all patient balances regardless of insurance, in the largest balance first order.	Recommend setting it to 45 or 60 days.	
Credit Balance Report	<input checked="" type="checkbox"/> Credit Report	Shows patients that have overpaid or insurance has overpaid, etc.	Typically set at -10 dollars.	Used to evaluate large credit balances to see if patient of insurance carrier should receive refund, etc.

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