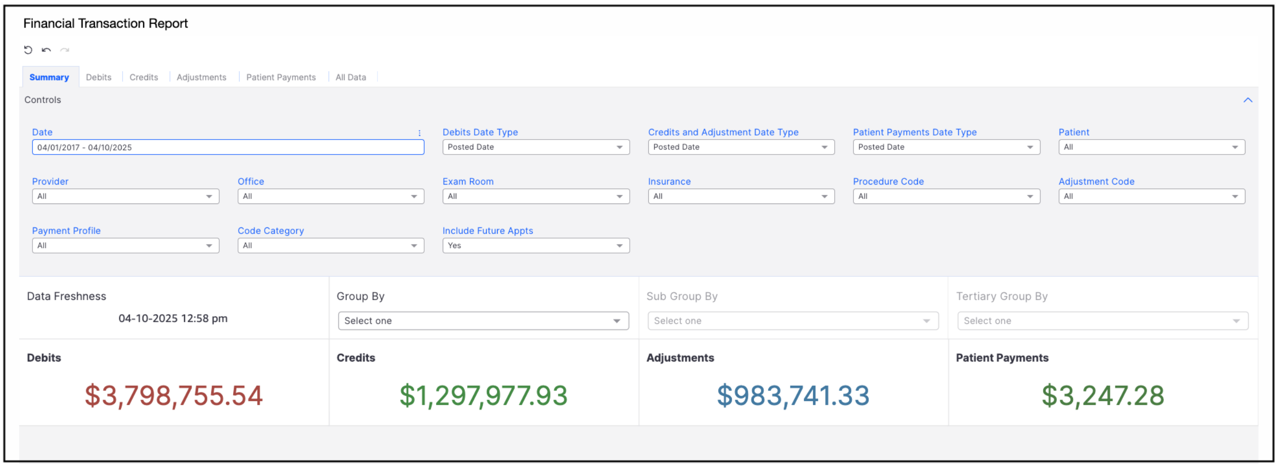
Financial Transactions Report: Overview

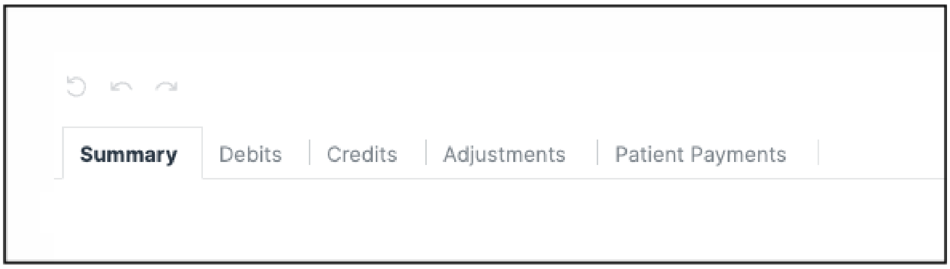
Last modified on 04/10/2025 3:21 pm EDT

DrChrono has made significant improvements to the report known as the Financial Transactions report (Day Sheet). It will now allow you to dig down into the financial information from your practice.



Let's look at an overview:

First, the tabs on the top left of the screen.



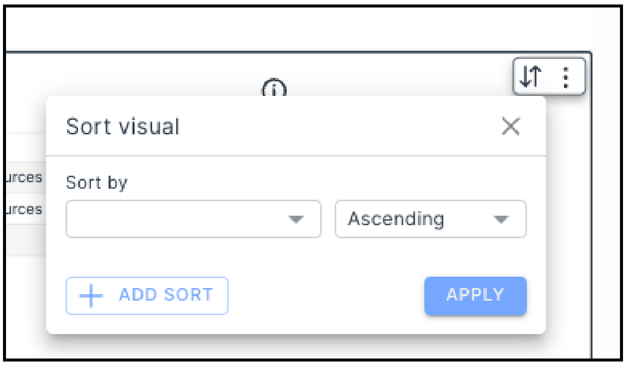
- **Summary** - This tab will show you a high-level view of your debits, credits, adjustments, and patient payments. It is also where you can customize the report to meet your business needs.
- **Debits** - This tab will show you all of your charges/debits that match the parameters you set.
- **Credits** - This tab will show you all the insurance payments that match your set parameters.
- **Adjustments** - This tab will show you any insurance and/or patient adjustments posted that match your set parameters.
- **Patient Payments** - This tab will show any patient payments posted that match your set parameters.

Within each of the tabs, there will be several options to drill down into your financial data to a more granular level.

Examples of controls available include the following. Each option may not be available if it does not apply to the tab you are viewing.

- Start Date
- Stop Date
- Adjustment Date Type
- Patient
- Provider
- Office
- Exam Room
- Insurance
- Procedure Code
- Adjustment Code
- Include Moved Cash

Once you have set your parameters, the report will populate automatically. You can use the up/down arrow on the right side to sort the information in numerous ways. Only CPT/HCPCS/Custom codes with actual charges will appear on your report.



You can also export the report to CSV or Excel by clicking the 3 vertical dots. The report will be generated and available in your message center.