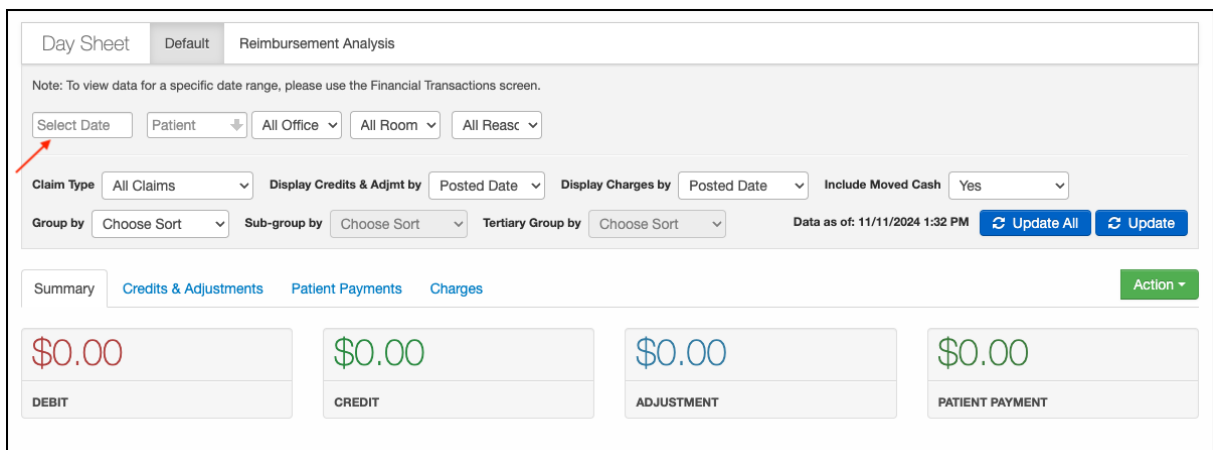


How do I get a Daily Report with Insurance Payments, Adjustment and Patient Payments Listed?

Last modified on 11/11/2024 2:23 pm EST

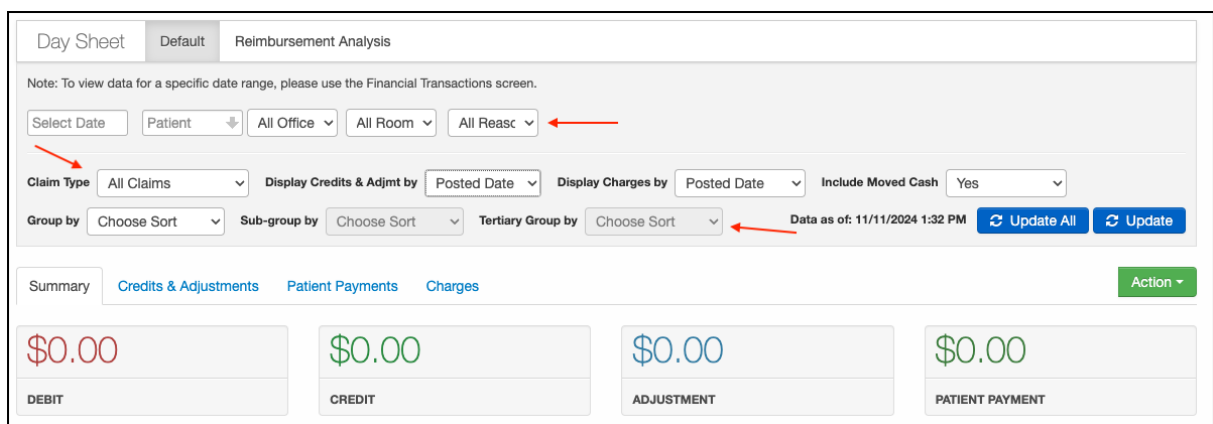
The Day Sheet screen provides you with a day-end report. The report is based on the payment posted date, check date, or deposit date.

1. Hover over the **Billing** tab and select **Day Sheet**.
2. Enter the date you would like to reflect on the report.



The screenshot shows the 'Day Sheet' interface with the 'Default' tab selected. A red arrow points to the 'Select Date' input field. Below the filters, there are four summary cards: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). The interface includes various dropdown menus for filters and buttons for 'Update All' and 'Update'.

3. Under the **Default** tab, you can select various claim types, rooms, offices, patient, or adjustment codes.



This screenshot is similar to the previous one but has red arrows pointing to the 'All Office', 'All Room', and 'All Reasc' dropdown menus. It also has arrows pointing to the 'Claim Type' and 'Tertiary Group by' dropdown menus. The summary cards at the bottom still show \$0.00 for each category.

4. The totals for the parameters you set will display.
 - a. **Debit** shows the total charges based on the procedure posted date

b. **Credit** will show you the total insurance payments posted

c. **Adjustment** will show the total adjustments posted

d. **Patient Payment** section will show the total patient payments posted

The screenshot shows the 'Reimbursement Analysis' report interface. At the top, there are tabs for 'Day Sheet', 'Default', and 'Reimbursement Analysis'. Below the tabs is a note: 'Note: To view data for a specific date range, please use the Financial Transactions screen.' This is followed by filter fields: 'Select Date', 'Patient' (dropdown), 'All Office' (dropdown), 'All Room' (dropdown), and 'All Reasc' (dropdown). Below these are more filters: 'Claim Type' (dropdown), 'Display Credits & Adjmt by' (dropdown), 'Display Charges by' (dropdown), and 'Include Moved Cash' (dropdown). At the bottom of the filter section are 'Group by', 'Sub-group by', and 'Tertiary Group by' (all dropdowns), and a 'Data as of: 11/11/2024 1:32 PM' timestamp with 'Update All' and 'Update' buttons. Below the filters are four tabs: 'Summary', 'Credits & Adjustments', 'Patient Payments', and 'Charges'. The 'Summary' tab is active. Below the tabs are four large boxes showing totals: 'DEBIT' (\$0.00), 'CREDIT' (\$0.00), 'ADJUSTMENT' (\$0.00), and 'PATIENT PAYMENT' (\$0.00). An 'Action' dropdown button is located to the right of the tabs.

For details on which patient appointments make up each of the totals listed on the Grand totals tab, the blue **Credits & Adjustments**; **Patient Payments**; and **Charges** tabs will provide specifics.

5. **Action** will allow you to export the report into an Excel format or Print the report

a. **Print All** will print all 4 sections on one page.

b. **Print Current section** will print only the section which you are on.

c. **Export All to File** will export all 4 sections' reports into one excel sheet.

d. **Export Current Section** will export only the section which you are on.

This screenshot is identical to the one above, showing the 'Reimbursement Analysis' report interface. The only difference is a red arrow pointing to the 'Action' dropdown button located to the right of the 'Summary', 'Credits & Adjustments', 'Patient Payments', and 'Charges' tabs.

