

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

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The Financial Transactions (Day Sheet) screen provides you with a day-end or month-end report. The report is based on the payment posted date and not on the date of service.

Let's get started:

1. Hover over the **Billing** tab and select **Financial Transactions (Day Sheet)**:

2. Under the **Default** tab, input the date range (max 31 days). You can filter the report for a specific patient, Office, Exam Room, and Reason code > click on **Update**.

The screenshot shows the 'Day Sheet' interface with the 'Default' tab selected. The date range is set to 08/01/2022 to 08/31/2022 (Max 31 days). Filters include Patient, All Office, All Room, and All Reasc. The 'Claim Type' is set to All Claims, and 'Include Moved Cash' is set to Yes. The 'Data as of' is 08/31/2022 8:36 AM. The 'Grand Totals' tab is active, showing four categories: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). A red box highlights the date range input fields.

3. On the Grand totals tab, each section will show you totals for the parameters set at the top of the page. **Debit** shows the total charges based on the procedure posted date. **Credit** will show you the total insurance payments posted; **Adjustment** will show the total adjustments posted, and the **Patient Payment** section will show the total patient payments posted.

The screenshot shows the 'Day Sheet' interface with the 'Grand Totals' tab active. The date range is 08/01/2022 to 08/31/2022. The 'Grand Totals' section shows four categories: DEBIT (\$516.00), CREDIT (\$60.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$35.00). A red arrow points to the DEBIT total.

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

4. **Credits & Adjustments** tab shows the detailed insurance payments and adjustments based on the payment posted/adjusted date.

The screenshot shows the 'Reimbursement Analysis' report with the 'Credits & Adjustments' tab selected. The interface includes a header with 'Day Sheet', 'Default', and 'Reimbursement Analysis'. Below this are filters for dates (08/01/2022 to 08/31/2022), patient selection, and office/room/reassignment options. The 'Claim Type' is set to 'All Claims', and 'Display Credits & Adjmt by' is set to 'Posted Date'. The 'Include Moved Cash' option is checked. The report shows four columns: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). A red arrow points to the 'Credits & Adjustments' tab label.

5. **Patient Payments** show the payments which were paid by the patients. You can sort the report by Posted date, Method of payment, or by the user who posted the payments (Creator).

The screenshot shows the 'Reimbursement Analysis' report with the 'Patient Payments' tab selected. The interface is identical to the previous screenshot, but the 'Patient Payments' tab is highlighted. The report shows four columns: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). A red arrow points to the 'Patient Payments' tab label.

6. **Charges** are similar to **Debit** but this will list all the charges along with the appointments.

The screenshot shows the 'Reimbursement Analysis' report with the 'Charges' tab selected. The interface is identical to the previous screenshots, but the 'Charges' tab is highlighted. The report shows four columns: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). A red arrow points to the 'Charges' tab label.

7. **Action** will allow you to export the report into an excel format or Print the report.

- **Print All** will print all 4 sections on one page.
- **Print Current section** will print only the section which you are on.
- **Export All to File** will export all 4 sections' reports into one excel sheet.


- **Export Current Section** will export only the section which you are on.
- **Advanced Export** will allow you to generate the report for more than a month.

Day Sheet Default Reimbursement Analysis

08/01/2022 08/31/2022 (Max 31 days) Patient All Office All Room All Reasc

Claim Type: All Claims Display Credits & Adjmt by: Posted Date Display Charges by: Posted Date Include Moved Cash: Yes

Data as of: 08/31/2022 8:36 AM Update All Update

Grand Totals Credits & Adjustments Patient Payments Charges  Action

\$0.00	\$0.00	\$0.00	\$0.00
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT