Financial Transactions Report (Day Sheet) Updates: Summary tab

Last modified on 11/08/2024 1:09 pm EST

DrChrono has made significant improvements to the report known as the Transactions Report (fka 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.

Many controls are available to customize the report to meet your business needs.

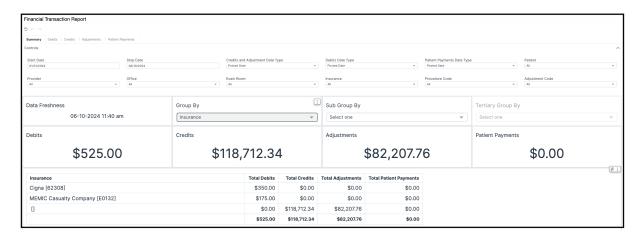
Controls include:

- Start Date This is the beginning date for your report.
- **Stop Date** This is the ending date for your report.
- Adjustment Date Type This allows you to select your report's date type: Check Date, Deposit Date, or Posted Date.
- Patient Allows you to search for a specific patient.
- **Provider** Allows you to search by a specific provider.
- Office Allows you to search by a specific office location.
- Exam Room Allows you to search by a specific exam room within your office.
- Insurance Allows you to search for a specific insurance.

- **Procedure Code** Allows you to search for a specific procedure code.
- Adjustment Code Allows you to search for a specific adjustment code.

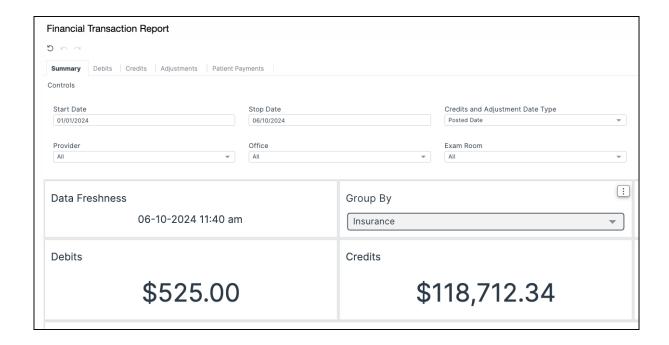
Data Freshness Date - This date and time stamp will show you the date and time the data was retrieved from our servers. There should typically be a 15-minute lag between entering a payment/adjustment/credit and viewing it on the report.

Once you select your parameters, you will see your report onscreen on the summary tab:

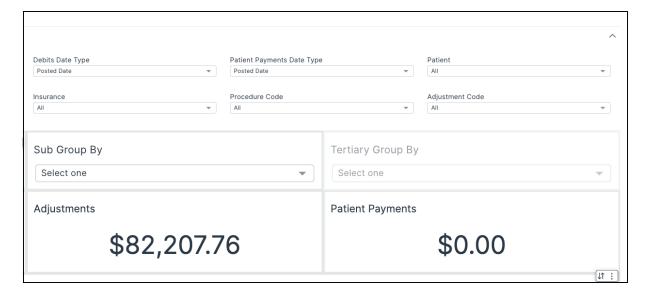


Here are pictures of the left, right, and summary sections that are easier to read:

(left side of the screen)



(right side of the screen)



(Summary listed on the bottom left of the screen)

Insurance	Total Debits	Total Credits	Total Adjustments	Total Patient Payments
Cigna [62308]	\$350.00	\$0.00	\$0.00	\$0.00
MEMIC Casualty Company [E0132]	\$175.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$118,712.34	\$82,207.76	\$0.00
	\$525.00	\$118,712.34	\$82,207.76	\$0.00