

# Charge Lag Report: Summary Tab

Last modified on 01/09/2025 11:46 am EST

You will set the parameters for the Charge Lag Report on the summary tab. First, navigate to **Billing > Charge Lag Report** and ensure you are on the Summary tab.

The available options are located at the top of the page. They include:

- **Date Type** - Options include Claim Creation Date, Claim Sent Date, Date of Service or Payment Date
- **Date** - Date Range
- **Provider Name**
- **Office**
- **Insurance**
- **Minimum Billed Amount** - Enter the minimum dollar value of each claim to show on the report
- **Is Charged** - Claims that do or do not include charges, or both
- **Is Sent** - Claims that have or have not been submitted to insurance, or both
- **Is Paid** - Claims that have or have not been paid by a payer, or both
- **Group By**
- **Sub Group By**

From the options given, you can select one, multiple, or all.

The middle of the screen will show the information that meets the parameters set in graph form.

The graph on the left will show the number of claims, per month, with their billed dollar amount along with the total days to receive payment.

The graph on the right will show per month, the charge lag (amount of time it takes to code or add charges to the patient's account), the send lag (amount of time it takes to submit to the payer after charges are added), and the payment lag (the amount of time it takes to be paid after submitted).



The bottom of the screen will show the information that meets the parameters in table form. This allows for easy comparison across months.

Month	# of Claims	# Charged	% Charged	Charge Lag (Days)	# Sent	% Sent	Send Lag (Days)	# Paid	% Paid	Pay Lag (Days)	Total Time to Payment
January 2021	9,421	9,229	97.96%	1.09	9,065	96.22%	18.34	8,590	91.18%	24.23	43.66
February 2021	8,681	8,509	98.02%	1.34	8,350	96.19%	7.89	8,094	93.24%	24.67	33.33
March 2021	10,723	10,569	98.56%	1.37	10,367	96.68%	8.5	10,182	94.95%	26.37	35.78
April 2021	9,986	9,858	98.72%	1.51	9,686	97%	8.11	9,535	95.48%	21.81	31.01
May 2021	12,251	12,137	99.07%	1.81	11,840	96.65%	12.65	11,562	94.38%	22.98	36.13
June 2021	14,412	14,339	99.49%	1.38	14,024	97.31%	9.23	13,712	95.14%	23.75	33.25
July 2021	14,602	14,518	99.42%	1.38	14,231	97.46%	7.65	13,929	95.39%	24.76	32.59
August 2021	15,484	15,403	99.48%	1.54	15,104	97.55%	7.42	14,773	95.41%	24.55	32.46
September 2021	16,254	16,181	99.55%	1.87	15,887	97.74%	8.54	15,445	95.02%	25.63	33.9

### Full Report - Summary tab

Summary
Details

Controls

Date Type:

Date:

Provider Name:

Office:

Insurance:

Minimum Billed Amount:

Is Charged:

Is Sent:

Is Paid:

Group By:

Sub Group By:

■ Number of Claims ● Total Days to Payment

● Payment Lag ● Send Lag ● Charge Lag

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