# Aging AR Analysis Updates: Details tab

07/24/2024 12:19 pm EDT

The second tab listed under the Aging AR Analysis report is the Details tab. Here is where you can see the drilled-down details that match the parameters you set on the summary tab.

To access the Aging AR Analysis report, navigate to Billing > Aging AR Analysis.

The report will allow you to click on a value in the report and have the option to be taken to the Live Clims Feed or the Patient's Demographic section to take action or view information and then return to your report.
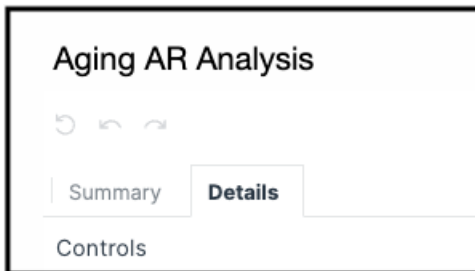
If you want to hide the rows of Controls, you can do so by clicking on the row itself (gray row) or by clicking directly on the up arrow on the right side of the screen.
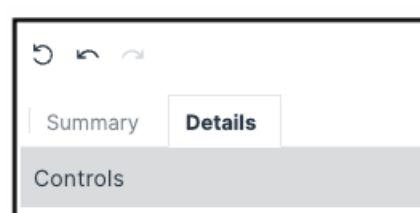
The details tab will show the details for the appointments that meet your parameters. There are many columns, so scroll to the right to see them.

Appt Level Detail

Claim ID	Provider Name	Office Name	Patient Full Name	Patient Date of Birth	Insurance ID	Insurance Name	Date of Service	Diagnosis	Billed	Allowed	Insu
263278632		Primary Office	Sample Patient	08-07-2023		GEICO	Aug 7, 2023	P00.0	$150.00	$150.00	
263276832		Primary Office		10-02-1967	Claim#6627812	CIGNA	Aug 7, 2023	L01.03	$150.00	$150.00	
30868440 3		D Inpatient Hospital	sample sample	04-01-2022	2134687963	MEMIC Casualty Company	Jun 3, 2024	I01.0	$175.00	$175.00	

All patient data listed in this article is sample data. This is not a real person or real patient data.

Each of the columns has additional sort/freeze options. To see them, click on the column header name. For example, if you click on Office Name, you will see the following options:

Office Name	Patient Full Name

Sort by

az→ za→ Office Name   ⟩

Freeze column

Freeze up to this column

At the top of the report, you will see these options on the right. They will allow you to maximize your screen, sort the report on screen, and export the report in either CSV or Excel format. The exported report can be retrieved from your message center.

Clicking within the report in any cell will give you the option to go to the appointment in the Live Claims Feed or take you to the Patient Profile. Each will open in a separate tab, without disturbing your report. Once you take the action you need from the Live Claims Feed or the Patient Profile, you can return to your report.

Billing Note	Claim Status
Follow-up Date was updated to 09/11/2023 [08/07/2023]	Missing Informatio...
Go to Appointment	
Open Patient Profile	
	Comp Claim

You will also be able to see the freshness of the data in the top left corner of your report.

Data Freshness

Appt Level Detail

gnosis	Billed	Allowed	Insurance Paid	Patient Paid