

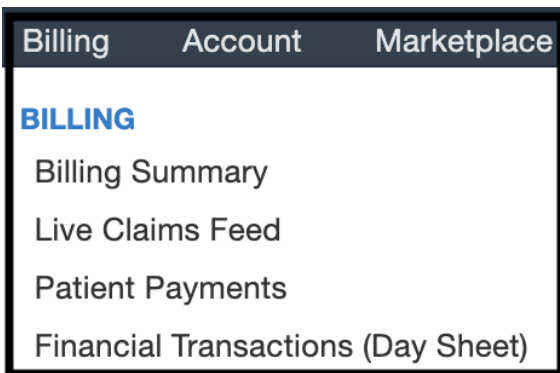
# How do I get a Monthly Report with Insurance Payments, Adjustment and Patient Payments Listed?

07/24/2024 4:05 pm EDT

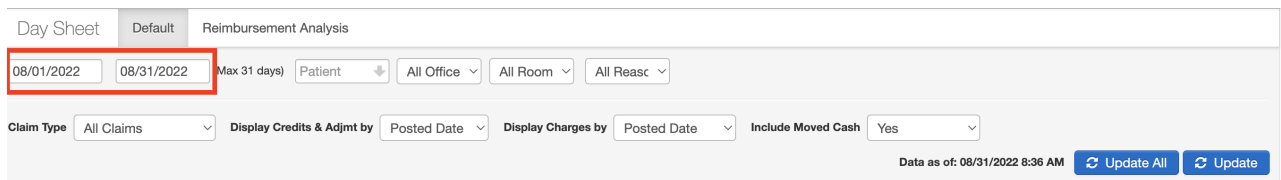
The Financial Transactions (Day Sheet) screen provides you with a day-end or month-end report. The report is based on the payment posted date and not on the date of service.

Let's get started:

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

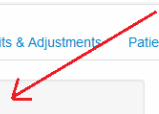


2. Under the **Default** tab, input the date range (max 31 days). You can filter the report for a specific patient, Office, Exam Room, and Reason code > click on **Update**.



Grand Totals	Credits & Adjustments	Patient Payments	Charges	Action
\$0.00	\$0.00	\$0.00	\$0.00	
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT	

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.



Grand Totals	Credits & Adjustments	Patient Payments	Charges	Action
\$516.00	\$60.00	\$0.00	\$35.00	
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT	

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. A 'Claim Type' dropdown is set to 'All Claims'. The 'Display Credits & Adjmt by' and 'Display Charges by' are both set to 'Posted Date'. The 'Include Moved Cash' option is checked. The report shows four summary boxes: DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00). A red arrow points to the 'Credits & Adjustments' tab in the navigation bar.

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 in the navigation bar. A red arrow points to this tab. The summary boxes show DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00).

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 in the navigation bar. A red arrow points to this tab. The summary boxes show DEBIT (\$0.00), CREDIT (\$0.00), ADJUSTMENT (\$0.00), and PATIENT PAYMENT (\$0.00).

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.

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

DEBIT

\$0.00

CREDIT

\$0.00

ADJUSTMENT

\$0.00

PATIENT PAYMENT