

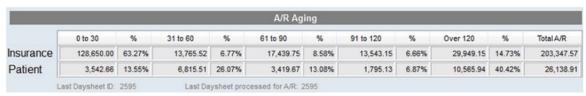
# A/R Summary: AR Aging

Last Modified on 10/10/2023 4:34 pm EDT

Version 14.19

### Overview

This section describes the A/R Aging information found on the A/R Summary tab of the Billing Overview.



**Billing Center: Overview** 

# Why is this Important?

An Accounts Receivable Aging report is a key metric in understanding the financial status of practice. It shows who owes money and for how long.

# A/R Aging Grid

- · What is this?
  - A high level snapshot is presented, showing money owed by patients' insurance and money owed by the patients directly. The data is presented from most current A/R to the oldest A/R from right to left with a percentage following each Aging Bucket.
- Keeping it Healthy
  - A/R is healthiest when the highest percentages are the most current.
  - Monitor for any changes in the total A/R and ask yourself.
    - Were more patients on the schedule or did I receive fewer payments?
  - Watch for any change to the percentages. Any increase in 0 to 30 is great, any decrease should cause you to investigate.
- For More Information
  - Go to the Reports Menu to the A/R Aging Analysis Report for a grid with drill down information to see more about the outstanding charges.
  - Go to the Claims + A/R tab "All daysheeted claims (A/R)" and OP will display all outstanding claims. Use the
    dropdowns in the panel to isolate by Payer, Provider, Date Range and/or Location to work your A/R in sections.

#### Why is this Important?

The two Daysheet IDs that are listed below should match. If they do not, press Update to refresh your A/R information based on the most recent daysheet. To maintain the most current Aging report, the 'Update' process should be run after running the last daysheet of the day.

#### Last Daysheet ID





- · What is this?
  - OP lists the identification number associated with the last daysheet the practice has processed.

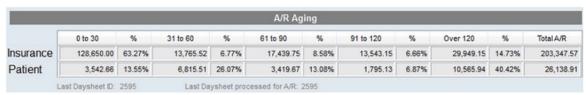
#### Last Daysheet Processed for A/R

- · What is this?
  - This is the last daysheet that has been incorporated into your A/R reports.

Version 14.10

## Overview

This section describes the A/R Aging information found on the A/R Summary tab of the Billing Overview.



**Billing Center: Overview** 

# Why is this Important?

An Accounts Receivable Aging report is a key metric in understanding the financial status of practice. It shows who owes money and for how long.

# A/R Aging Grid

- · What is this?
  - A high level snapshot is presented, showing money owed by patients' insurance and money owed by the patients directly. The data is presented from most current A/R to the oldest A/R from right to left with a percentage following each Aging Bucket.
- · Keeping it Healthy
  - A/R is healthiest when the highest percentages are the most current.
  - Monitor for any changes in the total A/R and ask yourself.
    - Were more patients on the schedule or did I receive fewer payments?
  - Watch for any change to the percentages. Any increase in 0 to 30 is great, any decrease should cause you to investigate.
- For More Information
  - Go to the Reports Menu to the A/R Aging Analysis Report for a grid with drill down information to see more about the outstanding charges.
  - Go to the Claims + A/R tab "All daysheeted claims (A/R)" and OP will display all outstanding claims. Use the dropdowns in the panel to isolate by Payer, Provider, Date Range and/or Location to work your A/R in sections.

## Why is this Important?

The two Daysheet IDs that are listed below should match. If they do not, press Update to refresh your A/R information based on





the most recent daysheet. To maintain the most current Aging report, the 'Update' process should be run after running the last daysheet of the day.

## Last Daysheet ID

- What is this?
  - OP lists the identification number associated with the last daysheet the practice has processed.

# Last Daysheet Processed for A/R

- What is this?
  - This is the last daysheet that has been incorporated into your A/R reports.

