Historical A/R Analysis

Last Modified on 05/23/2019 11:05 am EDT

Version 14.19

When to Use this Report

The Historical A/R Analysis report can be used to determine trends and manage your receivables more closely. When a daysheet date range is defined, the reports are also intended to provide daily totals for the time frame chosen.

About Historical A/R Analysis

> **Path: Billing tab > A/R button > Historical A/R Analysis**

The Historical A/R Analysis reports display a summary of A/R data as it was during the selected time frame. Transaction balances are summarized for each Daysheet ID. Users do have the option to include transactions that are not on a daysheet, but the most accurate reports you will run will include transactions that are on a daysheet. Transactions that are on a daysheet lock in the integrity of your financial data.

A procedure calculates insurance and patient A/R balances for each Daysheet ID. It then stores it in the AR_SUMMARY_HISTORY table. After the initial setup procedure is executed (see Report Initial Setup Procedure at the bottom), this procedure is automatically run after each daysheet is processed.

The insurance A/R balance is calculated by taking the sum of the CHARGES minus the sum of the PAYMENTS minus the sum of the ADJUSTMENTS minus the sum of the PATIENT RESPONSIBILITY.

The patient A/R balance is calculated by taking the sum of the PATIENT RESPONSIBILITY minus the PATIENT PAYMENTS minus the PATIENT ADJUSTMENTS.

Then, the totals are summarized for the period represented by a range of the Daysheet IDs or a range of the effective daysheet dates. The A/R report type that you choose organizes the data for you into buckets such as Rendering Provider or Location.

All reports include patient ID > 0. Void transactions are included. Only daysheet transactions are included in the main calculations. An option is provided to include non-daysheet transactions totals. The effective daysheet date is used for date range queries.

The well encounter count is defined as all CPT codes that begin with 993 or 9946 or is in the following list: 99401, 99402, 99403, 99404, 99411, 99412, 99499.

The report grid displays the Historical A/R Analysis results based upon the selected criteria. The grid can be grouped, sorted, and filtered until you obtain the desired report.

> **Note**: More columns are available in the data grid than shown in the map below. The map only describes the columns displayed in the map. To see the total list of columns, select the column selection icon in the upper-left area of the grid (⊟).

Historical A/R Analysis Map

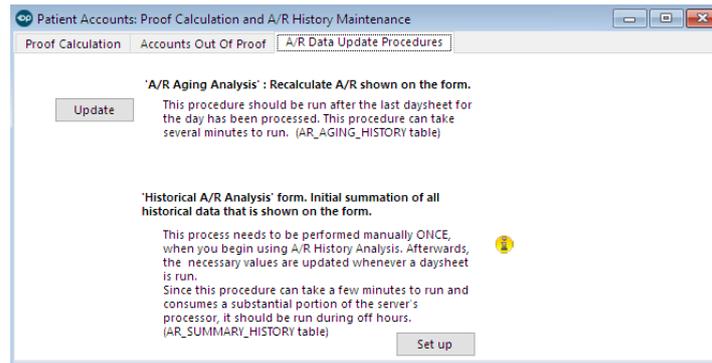| Number	Section	Description
1	A/R Report Type	Displays the A/R report based upon the type selected including Rendering Provider, Insurance, Location, and Totals.
2	Date Range	Displays only the A/R information based upon the date range selected. The effective daysheet date is used for date range queries.
3	Refresh button	The **Refresh** button updates the Historical A/R Analysis report based upon the query selections.
4	Print Grid button	The **Print Grid** button prints the data displayed in the report grid.
5	Export button	The **Export** button exports the data displayed in the report grid as a .xls or .csv file.

6	Criteria radio buttons	The Criteria radio buttons determine the type of Historical A/R Analysis grid data that is displayed for the selected report type. These radio buttons are activated when the For Range radio button is selected. They are only available for the following report types: • A/R by Rendering Provider • A/R by Location • A/R Totals Only
7	Preference button	The **Preference** button saves the window and grid preferences.
8	Reset button	The **Reset** button restores the window and grid to the default settings.
9	Insurance Carrier	The Insurance Carrier field lists the name of the Insurance Carrier.
10	Rendering Provider	The Rendering Provider column lists the name of the provider for the transaction.
11	Start Daysheet ID	The Start Daysheet ID column lists the Daysheet ID for the first daysheet in the selected date range.
12	Start Date	The Start Date column lists the initial date of the selected date range.
13	End Daysheet ID	The End Daysheet ID column lists the Daysheet ID for the last daysheet in the selected date range.
14	End Date	The End Date column lists the last date of the selected date range.
15	Charges	The Charge column displays the total charges for the selected date range.
16	Insurance & Patient Pay	The Insurance + Patient Payments column displays the total amount paid by the insurance carrier and the patient in the selected date range.
17	Insurance & Patient Adjustment	The Insurance & Patient Adjustment column indicates the amount of the insurance and patient adjustment that was written off during the selected date range.
18	Start Patient A/R	The Start Patient A/R column lists the outstanding patient balances by the beginning of the selected date range.
19	Difference Patient A/R	The Difference Patient A/R column lists the difference in the outstanding patient balance between the start and end dates for the selected report.
20	End Patient A/R	The End Patient A/R column lists the outstanding patient balances by the end of the selected date range.

21	End Patient A/R + Non-Daysheet	The End Patient A/R + Non-Daysheet column lists the total outstanding patient balances that were listed on a daysheet and not applied to a daysheet by the end of the selected date range.
22	Start Insurance A/R	The Start Insurance A/R column lists the outstanding insurance carrier balances by the beginning of the selected date range.
23	Difference Insurance A/R	The Difference Insurance A/R column lists the difference in the outstanding insurance carrier balance between the start and end dates for the selected report.
24	End Insurance A/R	The End Insurance A/R column lists the outstanding insurance carrier balances by the end of the selected date range.
25	End Insurance A/R + Non-Daysheet	The End Insurance A/R + Non-Daysheet column lists the total outstanding insurance carrier balances that were listed on a daysheet and not applied to a daysheet by the end of the selected date range.
26	Total A/R	The Total A/R column lists the total insurance and patient balances that are due for the selected date range.
27	Total A/R + Non-Daysheet	The Total A/R + Non-Daysheet column displays the total insurance and patient balances that were listed and not listed on the daysheet. Amounts on the daysheet and amount not on the daysheet are added together and displayed here for the selected date range.
28	Cnt. Enc. Sick	The Count Encounter Sick column displays the number of sick visits that occurred during the selected date range.
29	Cnt. Enc. Well	The Count Encounter Well column displays the number of well visits that occurred during the selected date range.

Report Initial Setup Procedure

Before using this report for the first time, historical data must be added to the table A/R Summary History. To run this initialization process:

1. Go to Reports > Proof Patient Accounts: Proof Calculation and A/R Data Update Procedures.
2. Click the A/R Data Update Procedures tab.
3. Click the **Set up** button.

Version 14.10

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About Historical A/R Analysis

> **Path: Reports Menu > Historical A/R Analysis (Keyboard Shortcut keys: [Alt][R][H])**

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The insurance A/R balance is calculated by taking the sum of the CHARGES minus the sum of the PAYMENTS minus the sum of the ADJUSTMENTS minus the sum of the PATIENT RESPONSIBILITY.

The patient A/R balance is calculated by taking the sum of the PATIENT RESPONSIBILITY minus the
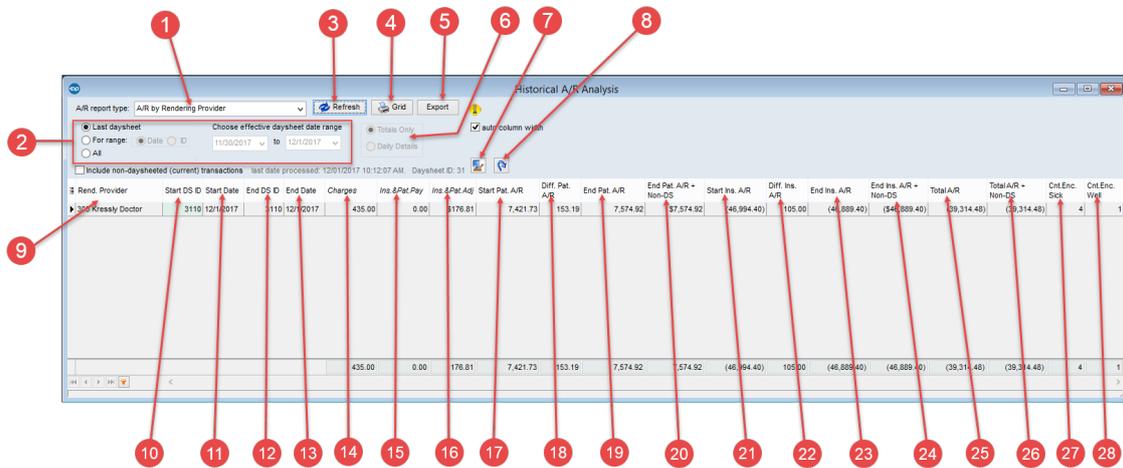
PATIENT PAYMENTS minus the PATIENT ADJUSTMENTS.

Then, the totals are summarized for the period represented by a range of the Daysheet IDs or a range of the effective daysheet dates. The A/R report type that you choose organizes the data for you into buckets such as Rendering Provider or Location.

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The report grid displays the Historical A/R Analysis results based upon the selected criteria. The grid can be grouped, sorted, and filtered until you obtain the desired report.

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Historical A/R Analysis Map

Number	Section	Description
1	A/R Report Type	Displays the A/R report based upon the type selected including Rendering Provider, Insurance, Location, and Totals.
2	Date Range	Displays only the A/R information based upon the date range selected. The effective daysheet date is used for date range queries.

3	Refresh button	The **Refresh** button updates the Historical A/R Analysis report based upon the query selections.
4	Print Grid button	The **Print Grid** button prints the data displayed in the report grid.
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7	Preference button	The **Preference** button saves the window and grid preferences.
8	Reset button	The **Reset** button restores the window and grid to the default settings.
9	Rendering Provider	The Rendering Provider column lists the name of the provider for the transaction.
10	Start Daysheet ID	The Start Daysheet ID column lists the Daysheet ID for the first daysheet in the selected date range.
11	Start Date	The Start Date column lists the initial date of the selected date range.
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