

Repository for Practice Administration Documents

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Version 14.19

This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Repository for Practice Administration Documents

Path: Admin tab > Admin Documents

The Repository for Practice Administration Documents window is most commonly visited to access a copy of a processed daysheet, which is automatically stored for retrieval at any time. Documents can be viewed, reviewed, and exported as a PDF from here. Also housed here, are incoming billing files, such as claim acknowledgments.



Repository for Practice Administration Documents Map

Number	Section	Description
1	Search Criteria	The Search Criteria establishes the configuration for the administrative document search. Documents searches can be based on Correspondent ID and transaction type.
2	Date Range	The Date Range determines the documents that appear based upon documents that were created within the selected date range.
3	Text search	The text search bar narrows the search by looking for text entered in the search bar.
4	Reset button	The Reset button resets the search criteria.
5	Search button	The Search button executes a search.
6	Export	The Export button exports the administrative document as a PDF.
7	Mark Reviewed button	The Marked Reviewed button marks a document as reviewed and will not appear in another search unless the Include Reviewed Records checkbox is selected.





Office Practicum

The Document grid displays the document list based on the selected search criteria.

Version 14.8

About Repository for Practice Administration Documents

Path: Activities Menu > Administrative Documents (Keyboard Shortcut keys: [Alt][A][A])

A copy of each daysheet is automatically stored in your Administrative Documents, and can be retrieved at any time in the future, if necessary, by accessing the Repository for Practice Administration Documents. Documents can be viewed, reviewed, and exported as a PDF in the Repository for Practice Administration Documents window.

Correspondent ID: HMK MD InstaMed NONE	Trar	esaction type: 270 271 837 DAYS	HEET	÷	Begin date: 2/1 End date: 6/2 Text Search:	/2017 /2017		Reset		A Export
Document Name	Correspondent ID	Transaction Type	Batch ID	Message ID	Date	Revd?	Review by	Review Date	D	
ds02_03_2017_12_29_P	NONE	DAYSHEET	0		2/3/2017 12:29:1				19	P
ds02_06_2017_01_17_P	NONE	DAYSHEET	0		2/6/2017 1:17:01				20	0
ds02_06_2017_01_30_P	NONE	DAYSHEET	0		2/6/2017 1:30:32				20	1
rev03_14_2017_02_53_0	NONE	DAYSHEET	0		3/14/2017 2:53:3				20	2
ds03_14_2017_02_54_P	NONE	DAYSHEET	0		3/14/2017 2:54:5				20	3
ds03_16_2017_08_45_A	NONE	DAYSHEET	0		3/16/2017 8:45:0				20	•
ds03_23_2017_10_10_A	NONE	DAYSHEET	0		3/23/2017 10:10:	100			20	5
ds04_27_2017_03_11_P	NONE	DAYSHEET	0		4/27/2017 3:11:2				20	7
ds04_27_2017_03_12_P	NONE	DAYSHEET	0		4/27/2017 3:12:5				20	3
rev05_17_2017_10_13_/	NONE	DAYSHEET	0		5/17/2017 10:13:				22	1
05_17_2017_10_14_AM	NONE	DAYSHEET	0		5/17/2017 10:14:				22	2
ds05_17_2017_10_15_A	NONE	DAYSHEET	0		5/17/2017 10:15:	123			22	3

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7	Mark Reviewed button	The Marked Reviewed button marks a document as reviewed and will not appear in another search unless the Include Reviewed Records checkbox is selected.
8	Document grid	The Document grid displays the document list based on the selected search criteria.

