

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Accounting and Billing Reports

Last Modified on 02/18/2020 9:48 am EST

Version 14.19

Overview

The following Accounting and Billing Reports are included with a new install or update of OP. These are the most commonly used reports for tracking and financial reporting purposes. Most of the reports listed below offer:

- Specific Reference Date options
- The ability to group and/or filter data
- The ability to add, remove, or reorder columns

Once report data grids are populated, you can:

- Print the report
- Export the report
- Save the report

Please contact OP Support if you require a report that is not on this list, or if you need a report on this list but do not have it on your workstation.

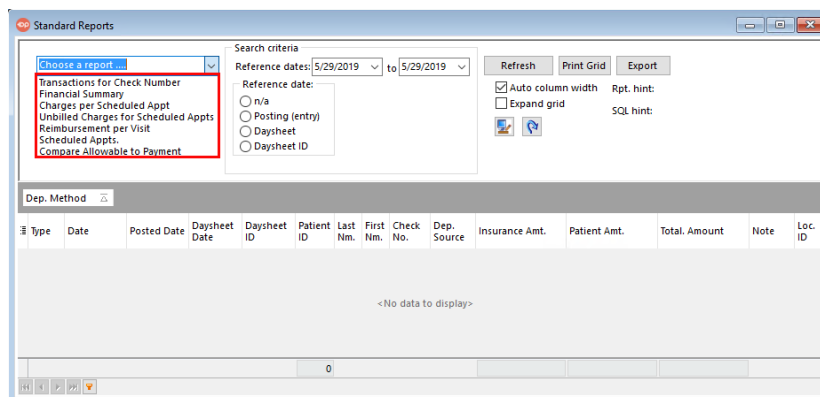
- **Standard Reports**
- **Billing Transaction Analysis**
- **Reimbursement Analysis**
- **Proof Patient Accounts**
- **A/R Aging Analysis**
- **Historical A/R Analysis**
- **External OP Reports**
- **Superbill**
- **Receipt and Statement Reports**

Standard Reports

Path: Billing tab > Transactions button > Standard Billing Reports

The Standard Reports are a collection of reports used to capture a quick summary of the practice's productivity. These reports display information that has been processed on a Daysheet. The Standard Reports are:

- **Transactions for Check Number.** Displays all transactions associated with a Check Number.
- **Financial Summary.** Displays Charges and Receipts for each transaction in your selected date range.
- **Charges per Scheduled Appt** Allows the user to review practice productivity by comparing charges billed to appointment types.
- **Unbilled Charges for Scheduled Appts** Allows the user to select an appointment date and compile all scheduled appointments for patients that do not have an associated superbill for the specified appointment date.
- **Reimbursement per Visit.** Allows the user to view the reimbursement values per visit to track reimbursements for the practice.
- **Scheduled Appts.:** Allows the user to view a total count of appointments for scheduled providers for a specified time frame.
- **Compare Allowable to Payment.** Displays the estimated reimbursement/payer allowable for a charge along with the actual amount of payments from the insurance company.



Run a Standard Report

1. Navigate to the Standard Reports by following the path above.
2. Select a report from the **Choose a report...** drop-down menu.
3. Complete the search criteria:
 - Enter a **Reference Date** range.
 - Select a **Reference Date** type.

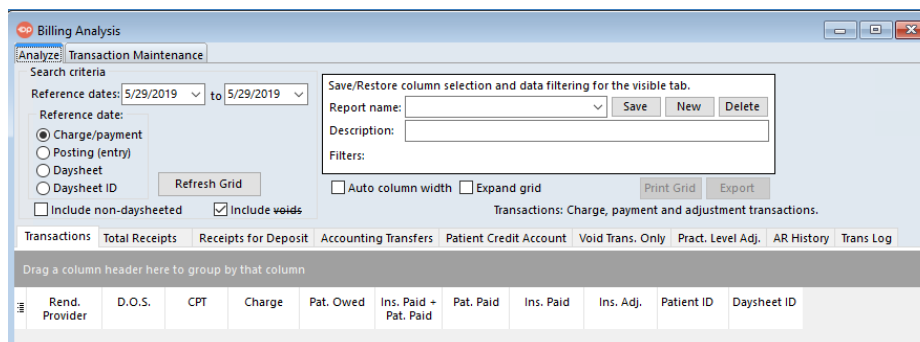
4. Click the **Refresh** button. The report data populates in the grid.

Billing Transaction Analysis

Path: Billing tab > Transactions button > Transaction Analysis

The Billing Transaction Analysis provides the most flexibility of reporting options that are available for all users' needs. The Billing Analysis window includes the following nine report sub-tabs:

- **Transactions:** Displays charges, payments, or adjustments for a specific date range.
- **Total Receipts:** Displays payments and credits collected for a specified date range.
- **Receipts for Deposit:** Displays payments and credits collected for a specified period that can be used to match your deposits to your bank.
- **Accounting Transfers:** Displays credits debited from patient credit accounts for a specified period
- **Patient Credit Account:** Displays credits that were credited and debited from patient credit accounts for a specified period.
- **Void Trans. Only:** Displays voids from patient accounts for a specified period.
- **Pract. Level Adj.:** Displays Practice Level Insurance Adjustments (such as take-backs or interest on ERAs) created by OP for a specified period.



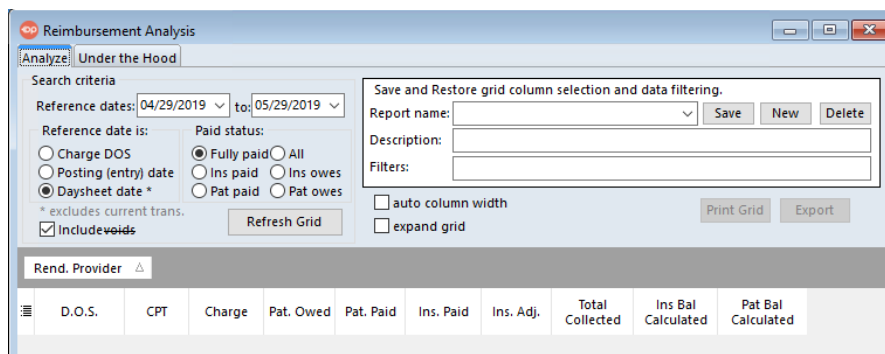
Run the Billing Transaction Analysis

1. Navigate to the Billing Transaction Analysis reports by following the path above.
2. Select the **tab** for the report you will run.
3. Complete the search criteria:
 - Enter a **Reference Date** range
 - Select the **Reference Date** type
 - Select or deselect the **Include non-daysheeted** (transactions) checkbox.
4. Click the **Refresh Grid** button. The report data populates the grid.

Reimbursement Analysis

Path: Billing tab > Transactions button > Reimbursement Analysis

This report accesses reimbursement information as a summary instead of individual transactions. Therefore, any payments displayed are associated with the date of the charge to which they are applied. This report can be used for addressing contractual payments from the insurance, but should not be used for accounting purposes.



Run the Reimbursement Analysis Report

1. Navigate to the Reimbursement Analysis report by following the path above.
2. Complete the search criteria:
 - Enter a **Reference Date** range.
 - Select the **Reference Date** type
 - Select a **Paid Status**
 - Select or deselect the **Include** voids checkbox
3. Click the **Refresh Grid** button. The report data populates the grid.

Proof Patient Accounts

Path: Billing tab > Proof Patient Accounts

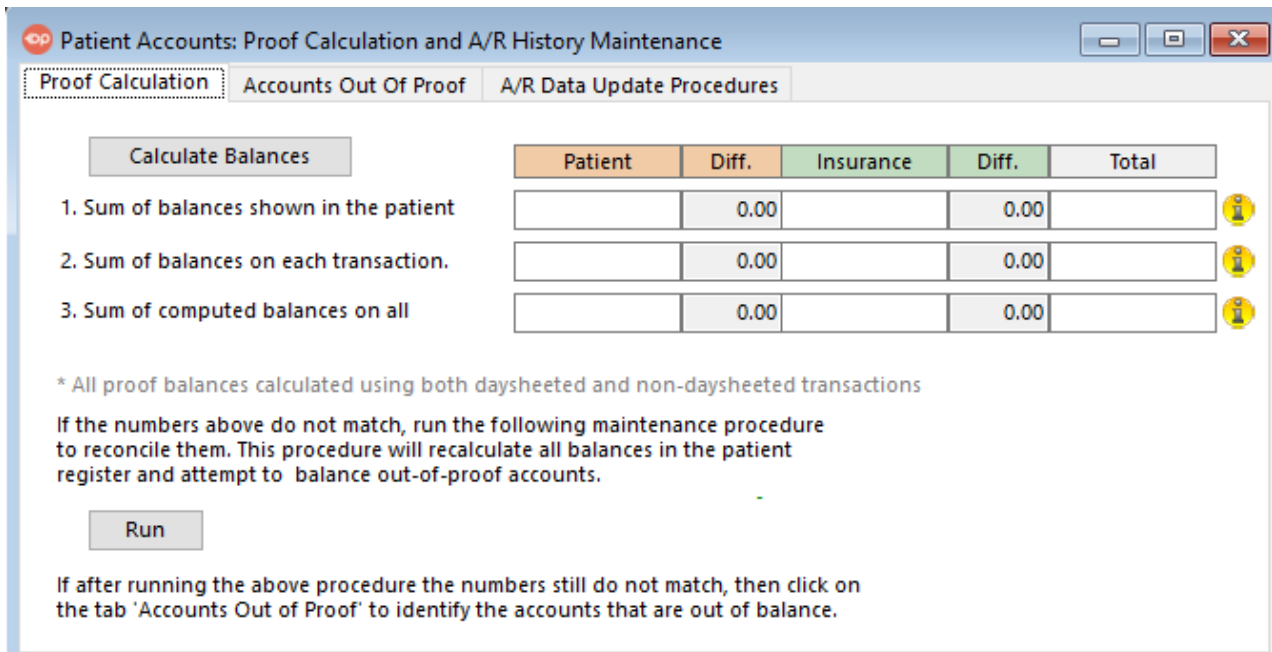


User Permission: In order to access this report in OP, you need to be assigned the **OP_Reports_AR** permission.

The proofing of patient accounts must be done before using financial reports. The Patient Accounts: Proof Calculation and A/R History Maintenance window contains three tabs that allow the user to display three cross-referencing database proof calculations, review any accounts out of proof (if

any), and process A/R Data Update Procedures.

- **Proof Calculation:** Calculates and displays Patient, Insurance, and Total Accounts Receivable with three different mathematical sequences. The first time you come to this tab, click the **Run** button. Office Practicum’s maintenance procedure will recalculate all balances in the patient chart and will attempt to correct any out-of-proof accounts. In addition to auto-correcting certain types of out-of-proof claims, the function checks for out of range service dates and assigns a Provider ID of zero to any instances where the Provider ID was not originally included.
- **Accounts Out of Proof:** Displays the out-of-proof accounts once the balances have been calculated.
- **A/R Data Update Procedures:** Provides the **Update** and **Set up** buttons for users to prepare their database for running the Historical A/R Analysis report and A/R Aging Analysis report.



Patient Accounts: Proof Calculation and A/R History Maintenance

Proof Calculation | Accounts Out Of Proof | A/R Data Update Procedures

Calculate Balances

	Patient	Diff.	Insurance	Diff.	Total
1. Sum of balances shown in the patient		0.00		0.00	
2. Sum of balances on each transaction.		0.00		0.00	
3. Sum of computed balances on all		0.00		0.00	

* All proof balances calculated using both daysheeted and non-daysheeted transactions

If the numbers above do not match, run the following maintenance procedure to reconcile them. This procedure will recalculate all balances in the patient register and attempt to balance out-of-proof accounts.

Run

If after running the above procedure the numbers still do not match, then click on the tab 'Accounts Out of Proof' to identify the accounts that are out of balance.

Run Proof Patient Accounts

1. Navigate to the Patient Accounts: Proof Calculation and A/R History Maintenance window by following the path above.
2. From the Proof Calculation tab, click the **Calculate Balance** button.
 - If a difference displays for any of the three computations, this means that out of proof accounts are returned. The user must click the **Run** button to process a maintenance procedure to attempt to correct the out of proof accounts. The Account Out of Proof displays the out of proof accounts.

A/R Aging Analysis

Path: Billing tab > A/R button > A/R Aging Analysis

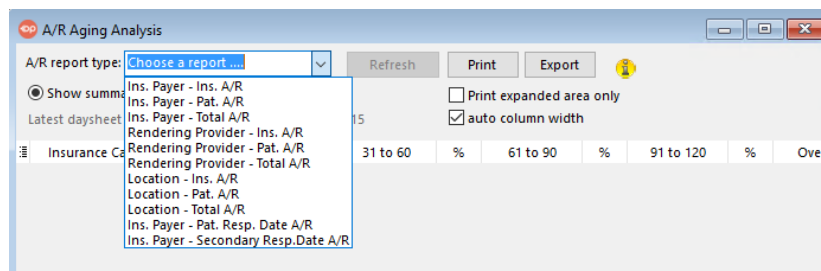
Q

User Permission: In order to access this report in OP, you need to be assigned the **OP_Reports_AR** permission.

The A/R Aging Analysis report displays a summary of the practice's accounts receivable. It is intended to help practices identify areas of concern and manage the practice's financial health. There are several report options available in the A/R Report Type drop-down menu to choose from. The A/R report type you select will determine the data that is displayed. For each report type, such as Insurance Payer or Rendering Provider, you can have OP display either Patient A/R, Insurance A/R, or Total A/R and organize it into buckets for you. Additionally, you can choose to Show summary totals or Show Patient Details by selecting the corresponding radio button.

P

Note: The **Update** button located in the Proof Calculation window (**Billing tab > Proof Patient Accounts > A/R Data Update Procedures**) and in the A/R Summary tab of the Billing Center (**Billing tab > Billing Center button > A/R Summary tab**) runs a function that adds new charges and payments to the A/R grid. It also recalculates the date range buckets (the time that has elapsed from the date of service to the current date). It is recommended to run this function by using the **Update** button if daysheets have been processed, or if days have passed since you last ran the update process prior to running the A/R Aging Analysis report.



Run the A/R Aging Analysis Report

1. Navigate to the A/R Aging Analysis report by following the path above.
2. Select a report from the **A/R report type** drop-down menu.
3. Select one of the following radio buttons:
 - **Show Summary Totals:** Provides a summary of the insurance carrier totals.
 - **Show Patient Details:** Provides patient-level details for each insurance carrier on the report.

- Click the **Refresh** button. The report data populates the grid.

Historical A/R Analysis

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

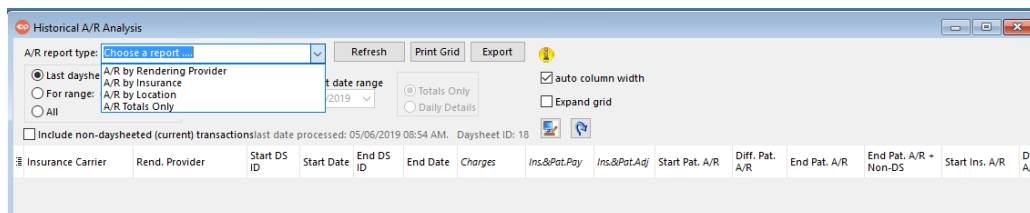
QF

User Permission: In order to access this report in OP, you need to be assigned the **OP_Reports_AR** permission.

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. The A/R report type that you choose organizes the data for you into buckets, such as **Rendering Provider** or **Location**.

Pin

Note: Before you run the Historical A/R Analysis for the first time, a setup process needs to be run manually one time prior to using the **Historical A/R Analysis** report (see **Proof Patient Account** above). This process will assign Daysheet IDs to all past daysheets and capture totals for future calculations. It will take time and a substantial portion of the server's processor to complete. It is very important to run the setup during off hours so that your office does not experience a slowness in Office Practicum.



Run the Historical A/R Analysis Report

- Navigate to the Historical A/R Aging Analysis report by following the path above.
- Select a report from the **A/R report type** drop-down menu.
- Complete the search criteria:
 - Last Daysheet:** By selecting Last Daysheet you can choose to show only your most recent information. This snapshot can show you the charges, payments, and change to A/R from your last daysheet.
 - For Range:** When this radio button is selected, the date range field will become available for the user to enter a date range.
 - All
 - Select the checkbox to include or exclude non-daysheeted (current) transactions

4. Click the **Refresh** button. The report data populates the grid.

External OP Reports

| Path: Tools tab > OP Reports button

OP Reports provides a repository of all reports that are generated from within OP. Upon launching OP Reports, the user is prompted to log in with the same user name and password that is used to log in to OP. The reports contained in the folders can be utilized or edited from within OP Reports. A sample of some of the reports located in OP Reports are listed below:

Superbill

[Example]

- **Superbill by Provider:** Prints charges on superbill by date by provider.
- **Superbill by Insurance:** Prints charges on superbill by date by insurance carrier.

Receipt and Statement Reports

[Example]

These reports are located in the **Billing_Rpts** folder and are printed directly from Office Practicum. They should *not* be modified by the practice.

- **Billing CC receipt:** Prints a receipt for a credit card transaction.
- **Billing PCA receipt:** Prints a receipt for a patient's credit account.
- **Billing Statement:** Prints a billing statement for a selected patient.
- **Billing Statement Family:** Billing statement total for the family.
- **Billing Statement cp:** Only prints the patient's responsibility on the statement.
- **Billing Statement cp Family:** Prints the patient responsibility total for the family.

Version 14.10

The following reports are available and are included with a new install or update of Office Practicum. These reports can be run from the OP Reports program. OP Reports is access from **Tools** menu in OP.

Please contact Office Practicum support if you require a report that is not on this list, or if you need

a report on this list but do not have it on your computer.

- **Standard Reports**
- **Billing Transaction Analysis**
- **Reimbursement Analysis**
- **A/R Aging Analysis**
- **Historical A/R Analysis**
- **Patient Proof Accounts**
- **External OP Reports**
- **Superbill**
- **Billing Reports**

The following reports are available and are included with a new install of Office Practicum. These reports can be run from within the OP program. To access Financial Reports, click on **Reports** in the gray toolbar.

- **Reports > Standard Reports**
- **Reports > Billing Transaction Analysis**
- **Reports > Reimbursement Analysis**
- **Reports > A/R Aging Analysis** (requires permission **OP_Rpts_AR**)
- **Reports > Historical A/R Analysis** (requires permission **OP_Rpts_AR**)
- **Reports > Patient Proof Accounts** (requires permission **OP_Rpts_AR**)

- A/R Aging Analysis
- Historical A/R Analysis
- Patient Proof Accounts

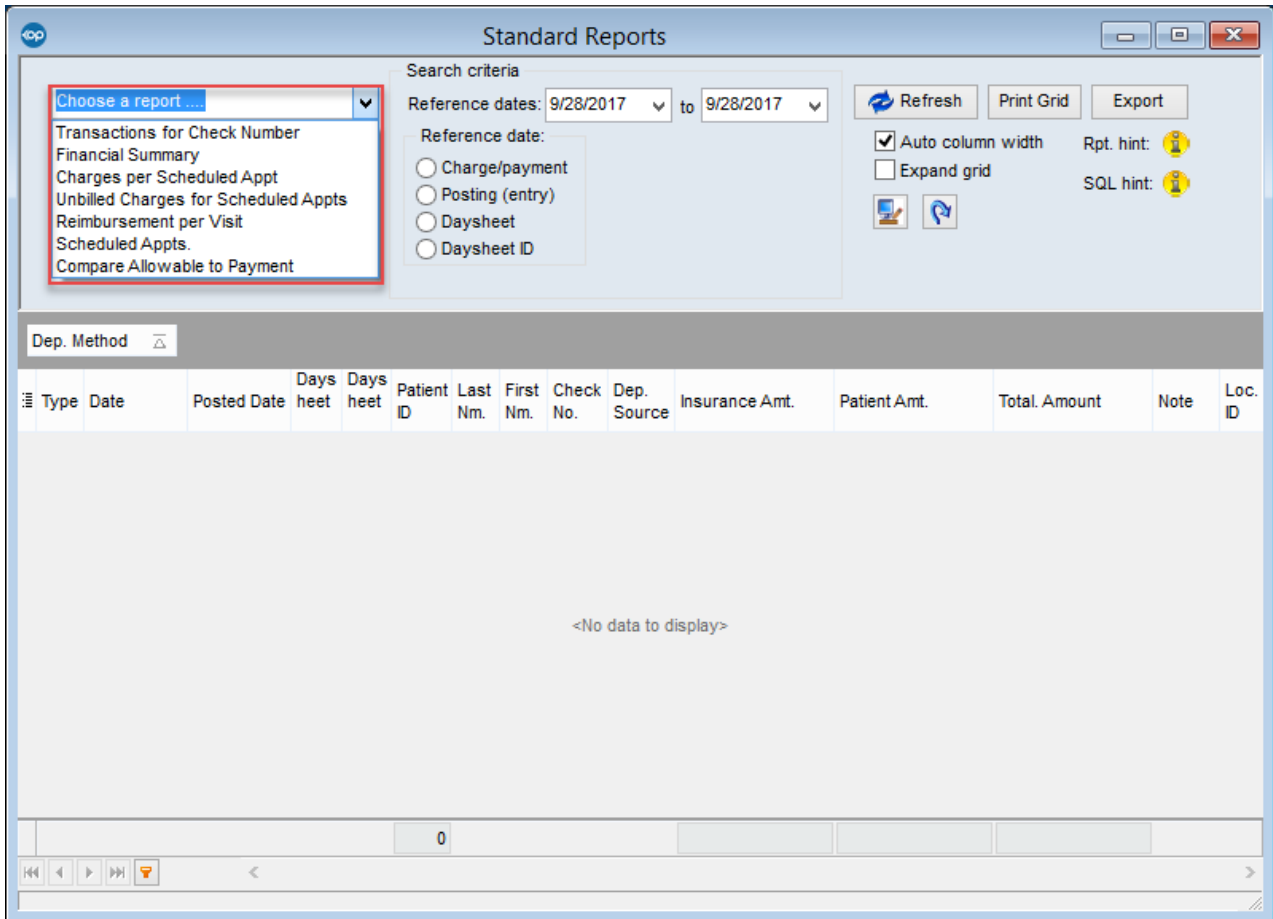


You need the following permissions for these reports to be visible: **OP_Rpts_AR** under **Security Administration**. If you are logged in and do not see these reports, please contact your office administrator.

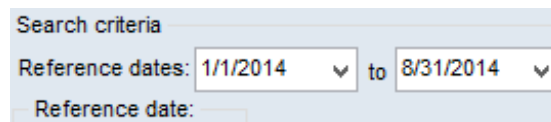
Standard Reports

Use of Standard reports will allow you to view, in 7 simple drop-down reports, a quick summary of the office's productivity. These reports display information that has been processed on a daysheet.

1. To utilize these reports, select a **Report** from the drop-down menu



2. Select **Reference Dates**:



3. Choose **transactions** based on:

- Charge/Payment
- Posting (entry)
- Daysheet
- Daysheet ID

The report, displayed below, displays the Charges per Scheduled Appointment for 1/7/2016-9/28/2017.

Standard Reports

Charges per Scheduled Appt

Search criteria
Reference dates: 1/7/2016 to 9/28/2017

Reference date:
 Appt. Date
 Posting (entry)
 Daysheet
 Daysheet ID

Refresh Print Grid Export

Auto column width Rpt. hint: ⓘ
 Expand grid SQL hint: ⓘ

Appt. Date	Total Pat. Appts. in Sched	No. Appts. w/Chrgs	Charges	No. Appts. w/SBills	Superbill Charges
1/7/2016	17	0		0	
1/8/2016	14	0		0	
1/11/2016	16	0		0	
1/12/2016	13	0		0	
1/13/2016	12	0		0	
1/14/2016	13	0		0	
1/15/2016	7	0		0	
1/18/2016	21	0		0	
1/19/2016	14	0		0	
1/20/2016	16	0		1	\$240.00
1/21/2016	15	0		1	\$0.00
1/22/2016	16	0		0	
1/25/2016	10	0		0	
1/26/2016	10	0		0	
1/27/2016	8	0		0	
	410		.00	2	240.00

Printing Grid

- Click the **Print grid** button if you need a paper or PDF copy of the report.
 - If you export to PDF, there are options for saving the image. When saving practice sensitive information or any kind of PHI outside of Office Practicum, consider who has access to the information that you are saving. You can add a password to the PDF you are saving by going to the **Security** tab, selecting the **Enabled** checkbox, and **Adding a User Password**. You can also choose to protect your data in some other way within your own network.
 - When you click the **OK** button, a **Save As** dialog box is displayed. You can then save it in any location under any name you prefer. If you have added a password, you will be prompted to enter it when you attempt to open the report.

Export to Excel

You can also export to Excel if you would like to reorganize or further calculate the data from the A/R Report.

- Click the **Export** button. You will be given a **Save As** dialog box where you can name and chose a file location.

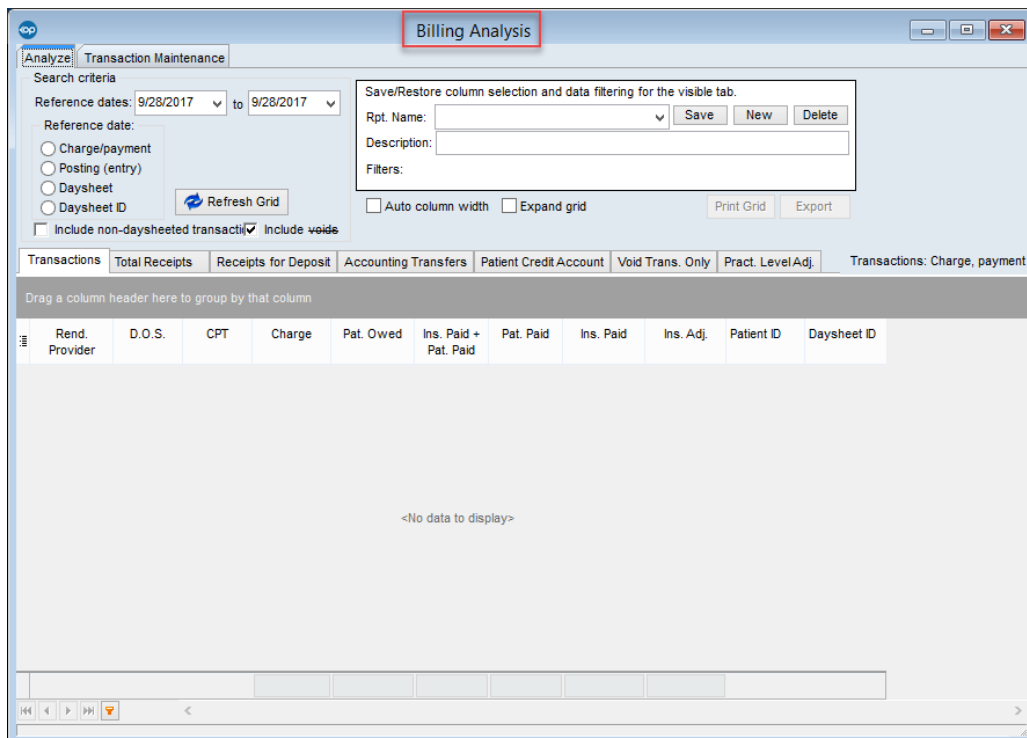
2. The exported information is displayed in Excel exactly as it is displayed in Office Practicum.

Billing Transaction Analysis

OP's Billing Transaction Analysis will show users the flexibility of reporting options that are available for all users' needs. This report can be used to capture items such as provider productivity or CPT Utilization. This report can be filtered, sorted, and grouped using the column headers, and can also be printed or exported.

There are several **Reference Date** options to choose from depending on the data that is needed:

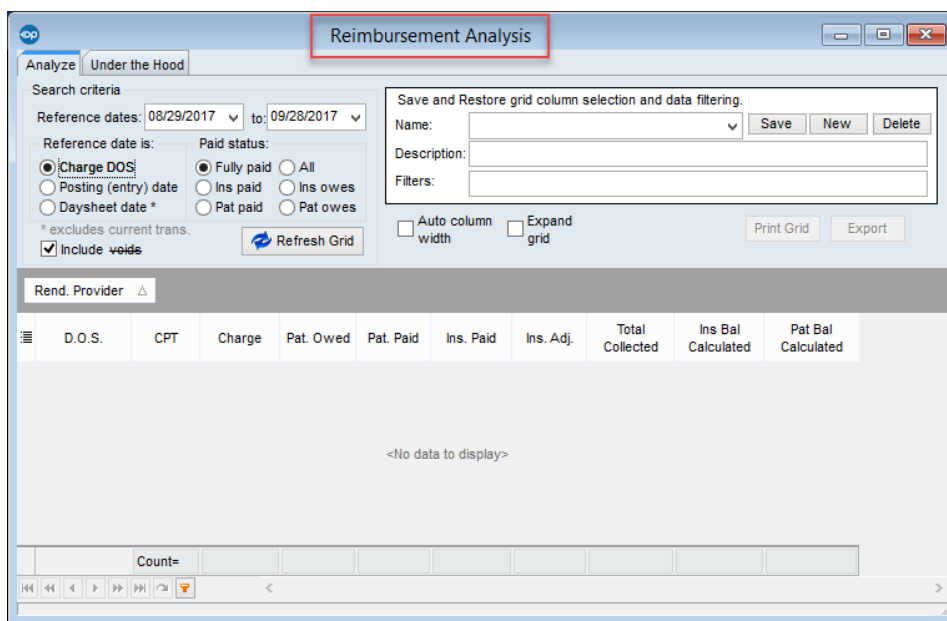
- **Charge/payment date:** This report accesses charges according to their charge date (usually date of service) and payments and adjustments according to their payment date (which can be backdated at the time of posting).
- **Posting (entry) date:** This report accesses charges, payments, and transactions that have a posting date within the time frame selected. **NOTE:** This date is time stamped from the local computer where the user is posting payments and does not take into consideration the date of service for charges or any backdating done when posting payments.
- **Daysheet:** This report accesses only daysheeted transactions between the two reference dates entered.
- **Daysheet ID:** This report accesses data based on the Daysheet ID range that is entered in the **Choose Daysheet ID Range** field once this radio button is selected.



Reimbursement Analysis

This report accesses reimbursement information as a summary instead of individual transactions. Therefore, any payments shown are associated with the date of the charge to which they are applied. This report can be used for addressing contractual payments from the insurance, but should not be used for accounting purposes.

- **Charge DOS:** This report processes a reimbursement summary for charges according to their charge date (date of service).
- **Posting (entry) date:** This report processes a reimbursement summary for charges that have a posting date within the time frame selected. This date is time stamped from the local computer where the user is posting payments and does not take into consideration the date of service for charges.
- **Daysheet date:** This report processes a reimbursement summary for charges daysheeted during a specific date range. This selection excludes non-daysheeted transactions.



A/R Aging Analysis

The A/R Aging Analysis report displays a summary of the practice’s accounts receivable. It is intended to help practices identify areas of concern and manage the practice’s financial health. In order to access this report in the Reports menu, users will need the **OP_Reports_AR** permission.

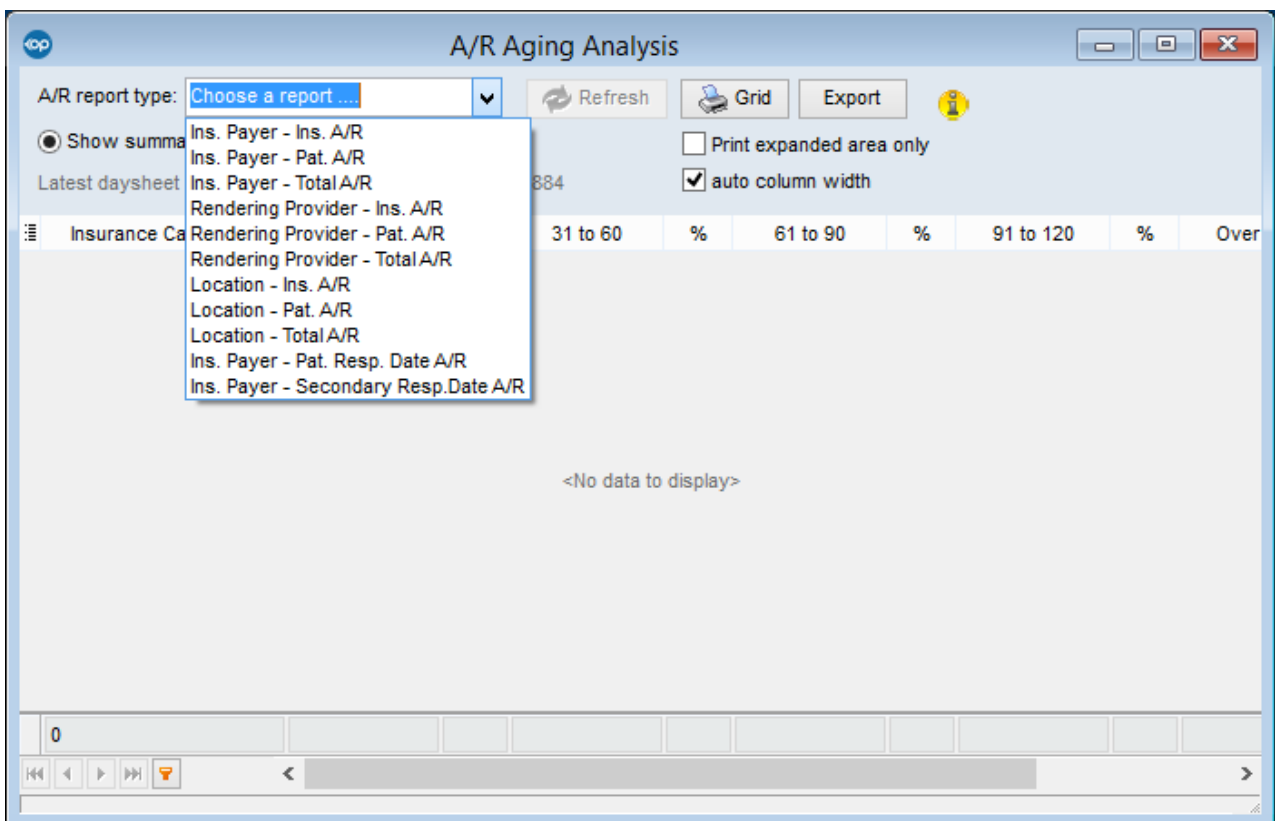
As a reminder, clicking on the “Update” button in the Patient Calculation window runs a function that adds new charges and payments to the A/R grid. It also recalculates the date range buckets (the time that has elapsed from the date of service to the current date). You should run the update prior

to running your A/R Aging Analysis report if daysheets have been processed, or if days have passed since you last ran the update process.

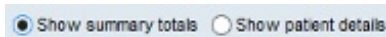
Running the A/R Analysis Report

A/R report type

The A/R report type you select will determine how Office Practicum organizes your data. For each report type, such as Insurance Payer or Rendering Provider, you can have OP display either Patient A/R, Insurance A/R, or Total A/R and organize it into buckets for you.



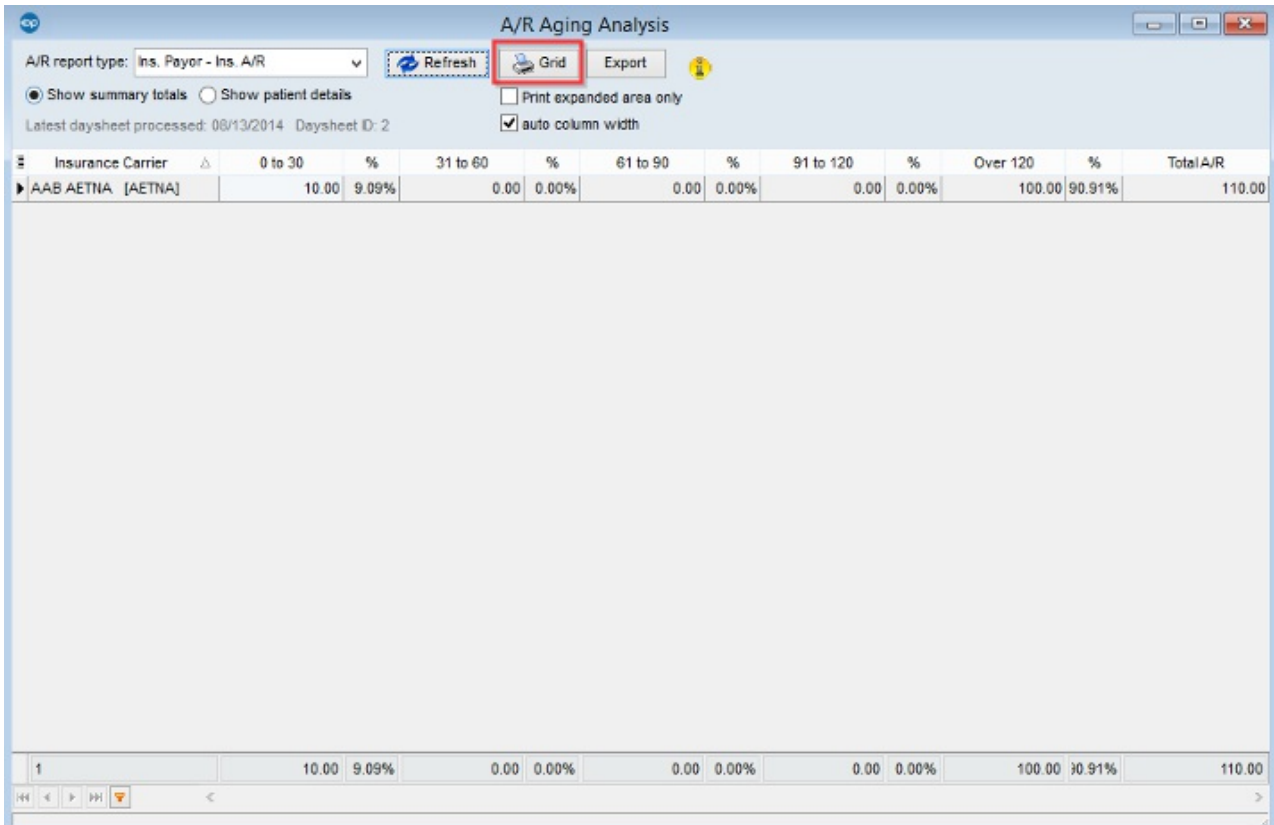
Summary Versus Show Patient Details



If you choose to review the Ins. Payer report with data for either Insurance A/R or Patient A/R, you will also have the ability to see the details of the outstanding receivables by patient. In this mode, you can review collection efforts for the claim shown as well as access the patient account to work the balance.

Printing Grid

Some practices like to keep a copy of reports that they have processed. You can use the Print grid button if you would like to have a paper or PDF copy of the report you have run. The report will open in Print Preview Mode. You can then either click the Print or Export to PDF icon.



Insurance Carrier	0 to 30	%	31 to 60	%	61 to 90	%	91 to 120	%	Over 120	%	Total A/R
AAB AETNA [AETNA]	10.00	9.09%	0.00	0.00%	0.00	0.00%	0.00	0.00%	100.00	90.91%	110.00

If you export to PDF you will be given some options regarding how you would like to save the image. Remember, when saving practice-sensitive information or any kind of PHI outside of Office Practicum, you should consider who has access to the information you are saving. You can add a password to the PDF you are saving by going to the Security Tab, checking the box that says "Enabled" and adding a user password. You can also choose to protect your data in some other way within your own network.

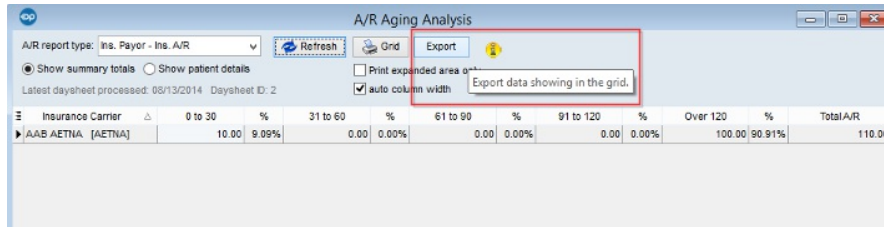
Once you click OK, you will be given a "Save As" dialog box. You can then save it in any location and under any name you like. If you have added a password, you will be prompted to enter it when you attempt to open the report.

Export to Excel or CSV

You may also export to Excel if you would like to reorganize or further calculate the data from the

A/R Report. Click the "Export" button. You will be given a Save As dialog box where you can name and chose a file location.

The exported information will appear in Excel exactly as you see it in Office Practicum.

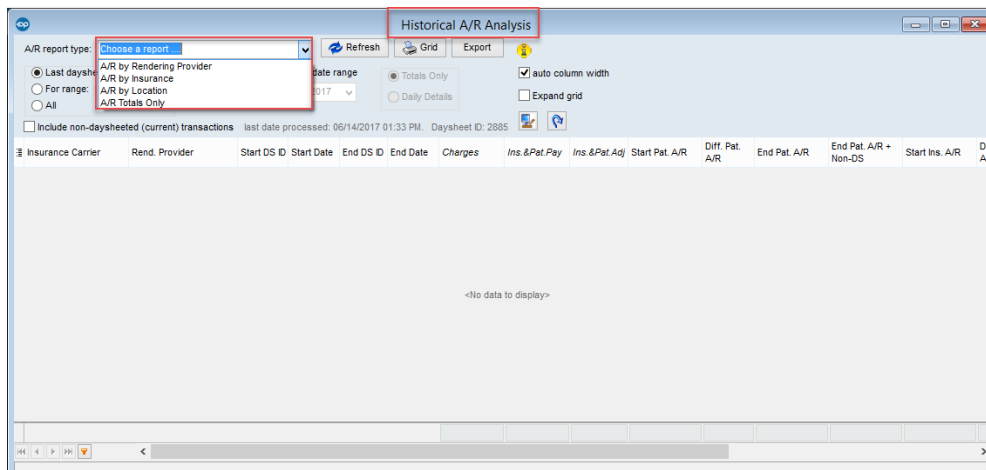


Historical A/R Analysis



User Permission: In order to access this report in OP, you need to be assigned the **OP_Reports_AR** permission.

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. The A/R report type that you choose organizes the data for you into buckets, such as Rendering Provider or Location.



Reminder to run Historical A/R Analysis Setup prior to first use

Before you run the Historical A/R Analysis for the first time, a setup process needs to be run manually one time prior to using the Historical A/R Analysis report (please see Patient Proof Account below). This process will assign Daysheet IDs to all past daysheets and capture totals for future calculations. It will take time and a substantial portion of the server's processor to complete. It is very important to run the setup during off hours so that your office does not experience a

slowness in Office Practicum.

Running the Historical A/R Analysis Report

A/R Report Type

The Historical A/R report type you select will determine how Office Practicum organizes your data. OP will organize your historical data into buckets according to your selection, such as Rendering Provider.

Date Range Choices

Last Daysheet

By choosing Last Daysheet you can choose to show only your most recent information. This snapshot can show you the charges, payments, and change to A/R from your last daysheet.

For Range

Totals v. Daily Details

You can also precisely define a time frame that you would like to review by selecting a beginning and ending date or beginning and ending Daysheet ID. In this mode you can pinpoint any specific information you would like to review.

In addition to giving you the flexibility to define a date range, the "For Range" option also allows you to choose between seeing totals from that range and seeing daily details when you define the range by beginning and ending dates.

All

You can also see all historical data by choosing All.

Include non-daysheeted transactions

You may also set the Historical A/R Analysis to include non-daysheeted transactions by checking the box. If the box is unchecked, the report defaults to only including data that has been processed onto a daysheet.

Depending on the preferences and purposes of the user, the columns that appear in the grid can be

customized by choosing the customizer and adding or removing check marks to suit your needs. User preferences can be saved for later use.

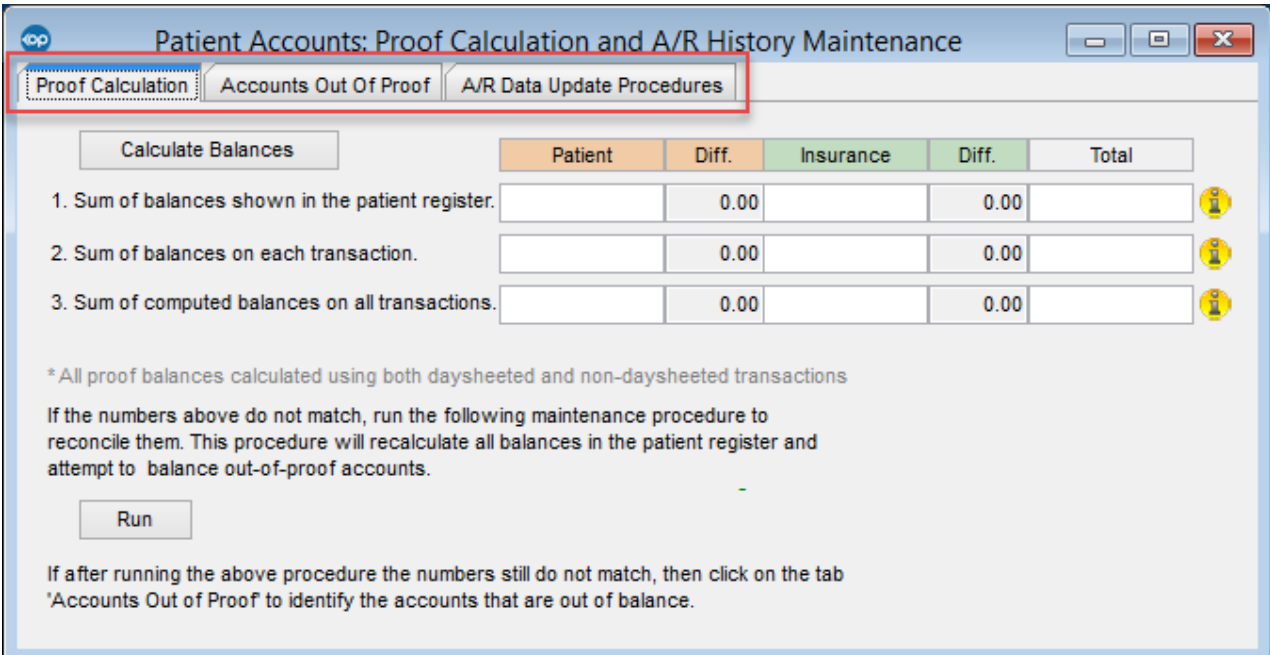
Printing Grid

1. You can use the print grid button if you would like to have a paper or PDF copy of the report you have run. The report will open in Print Preview Mode. You can then either click either the "Print" or "Export to PDF" icon.
2. If you export to PDF you will be given some options regarding how you would like to save the image. Remember, that when saving practice sensitive information or any kind of PHI outside of Office Practicum, you should consider who has access to the information you are saving. You can add a password to the PDF you are saving by going to the Security Tab, checking the box that says "Enabled" and adding a user password or you can choose to protect your data in some other way within your own network.
3. Once you click OK, you will be given a "Save As" dialog box. You can then save it in any location and under any name you prefer. If you have added a password, you will be prompted to enter it when you attempt to open the report.

Export to Excel

1. You may also export to Excel if you would like to reorganize or further calculate the data from the A/R Report. Click the "Export" button. You will be given a Save as dialog box where you can name and chose a file location.
2. The exported information will appear in Excel exactly as you see it in Office Practicum.

Proof Patient Accounts



	Patient	Diff.	Insurance	Diff.	Total
1. Sum of balances shown in the patient register.		0.00		0.00	
2. Sum of balances on each transaction.		0.00		0.00	
3. Sum of computed balances on all transactions.		0.00		0.00	

* All proof balances calculated using both daysheeted and non-daysheeted transactions

If the numbers above do not match, run the following maintenance procedure to reconcile them. This procedure will recalculate all balances in the patient register and attempt to balance out-of-proof accounts.

Run

If after running the above procedure the numbers still do not match, then click on the tab 'Accounts Out of Proof' to identify the accounts that are out of balance.

The Patient Account Proof Calculation and A/R History Maintenance window houses several important functions. Within this window, you can display three cross referencing database proof calculations, review any accounts out of proof if they exist, and process A/R Data Update Procedures. In order to access this functionality, users will need the **OP_Reports_AR** permission.

In addition, there are two processes you will need to run before you begin to utilize the new set of financial reports contained in OP versions 11.4.16 and higher. The first is to run a maintenance procedure on the Proof Calculation Tab and a setup process on the A/R Data Update Procedures. Directions on how to run these processes are included in the sections that describe the tabs.

- Proof Calculation Tab
- Description

The Proof Calculation Tab calculates and displays Patient, Insurance, and Total Accounts Receivable with three different mathematical sequences.

The first time you come to this tab you should begin by clicking the “Run” button. Office Practicum’s maintenance procedure will recalculate all balances in the patient register and will attempt to correct any out-of-proof accounts. In addition to auto-correcting certain types of out-of-proof claims, the function checks for out of range service dates and assigns a Provider ID of zero to any instances where the Provider ID was not originally included.

External OP Reports

Lastly, there is one more module of OP reports that is not listed within the Office Practicum windows you have been working in throughout your training. If the user goes to **Tools** on the Smart Tool Bar there is a dropdown option for OP Reports.

OP will prompt the user to log in with the same username and password that they use to access the Office Practicum software.

There will be folders of different reports to run. The goal with these reports is to modify information that is printing on hard coded reports such as Superbills or Billing Statements. If the user wishes to modify the information that populates on their superbill report, patient statements, or any other report that generates from OP data, the user may open the design of these reports and input information that they wish to see when printing out of Office Practicum software. For more information on designed reports, please see "Designing Reports."

Superbill

[Example]

- **Superbill by Provider** - Prints charges on superbill by date by provider.
- **Superbill by Insurance** - Prints charges on superbill by date by insurance carrier.

Billing Reports

[Example]

These reports are located in the Billing_Rpts folder and are printed directly from Office Practicum. They should not be modified by the practice.

- **Billing CC receipt** - Prints a receipt for a credit card transaction.
 - **Billing PCA receipt** - Prints a receipt for a patient's credit account.
 - **Billing Statement** - Prints a billing statement for a selected patient.
 - **Billing Statement Family** - Billing statement total for the family.
 - **Billing Statement cp** - Only prints the patient's responsibility on the statement.
 - **Billing Statement cp Family** - Prints the patient responsibility total for the family.
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