Billing Performance: Superbills

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Version 14.19

Overview

In this section you will learn about the Superbills section of **Overview** > **Billing Performance** tab:

Superbills	
Unconverted, all	5
Unconverted, more than 30 days since DOS	0

Why is this Section Important?

Superbills waiting to be converted into claims is a key indicator of a billing department's workflow. Delays in converting claims could lead to inaccuracies and lost billing opportunities.

Superbills

Unconverted, all

- What is this?

  - A count of all superbills that were created, but not posted into claims. This will show you all of your unposted charges.

- Keeping Healthy:

  - This number should remain steady based on your charge posting workflow. For example, if your billing staff posts charges in the late morning for yesterday's charges, the number of superbills should be less than one and half day's worth of appointments.
  - The number of unconverted superbills will ideally be less than the number of appointments in two days (this would indicate your charge lag at 1 day or less).

- For More Information:

  - Double-click on the text. OP will take you to the Superbill tab and display all outstanding Superbills.

Unconverted, more than 30 days since DOS

- What is this?

  - A count of superbills created for appointments that are now 30 days ago.

- Keeping Healthy

  - This number should **always** be zero.

- For More Information:

  - Double-click on the text. OP will take you to the Superbill Tab and display all outstanding Superbills.

Version 14.10

Overview

In this section you will learn about the Superbills section of Billing Overview tab:

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