

A/R Summary: Last 10 Days where Daysheets Processed

Last Modified on 10/10/2023 4:35 pm EDT

Version 14.19

Overview

This section describes the information found within the A/R Summary for the last 10 days on which Daysheets were processed.

Last 10 Days on which Daysheets were Processed										
Daysheet Date	DS ID	Receipts for Dep	Charges	Payments	Adjustments	Insurance A/R	Diff. Ins. A/R	Diff. Pat. A/R	Patient A/R	Total A/R
10/17/2014	2595	1,158.67	15,380.00	1,214.14	1,892.40	202,012.97	12,345.00	(71.54)	26,166.79	228,179.76
10/16/2014	2594	3,056.65	27,760.00	3,129.39	1,719.70	189,667.97	23,670.00	(759.09)	26,238.33	215,906.30
10/14/2014	2593	1,785.92	4,615.00	1,619.40	653.24	165,997.97	2,385.00	(42.64)	26,997.42	192,995.39
10/13/2014	2592	22,259.07	6,295.00	22,365.81	17,258.21	163,612.97	(33,990.00)	660.98	27,040.06	190,653.03
10/10/2014	2591	345.14	9,235.00	374.37	0.00	197,602.97	8,135.00	725.63	26,379.08	223,982.05
10/9/2014	2590	4,772.56	9,855.00	4,845.59	3,075.06	189,467.97	1,256.32	678.03	25,653.45	215,121.42
10/8/2014	2589	603.30	15,250.00	605.95	5.66	188,211.65	14,820.00	(181.61)	24,975.42	213,187.07
10/7/2014	2588	20,899.28	20,835.00	20,836.61	14,556.48	173,391.65	(15,160.00)	601.91	25,157.03	198,548.68
10/3/2014	2587	5,329.85	7,530.00	5,291.99	3,359.10	188,551.65	(1,875.93)	754.84	24,555.12	213,106.77
10/2/2014	2586	7,914.42	16,990.00	7,854.42	4,409.52	190,427.58	4,865.00	(138.94)	23,800.28	214,227.86

Billing Center: Overview

What is a Daysheet and Why is it Important?

Processing the daysheet, also known as closing the day, is a way of formally signing off on any further changes. When a daysheet is run, the charges, payments, adjustments, voids and transfers are stamped with a daysheet date and a daysheet ID. This aggregated data allows for accurate and secure reporting. It also makes it possible to track starting and ending A/R for any period of time. If a change is necessary to a daysheeted transaction, a complete audit trail is created for tracking purposes.

Last 10 Days on which Daysheets were Processed Grid

Why is this Important?

The Last 10 Days on which Daysheets were Processed Grid gives a snapshot of the most recent financial activity in your practice. It will allow you to see trends immediately and investigate anything that could indicate a blockage in your AR cycle.

All fields except Daysheet Date and DS ID display a sum from all Daysheets run on the listed Daysheet Date.

Daysheet Date

- What is this?
 - This is the date that a daysheet was processed.
- Keeping it Healthy
 - The dates for the last 10 daysheets should span no longer than the last two weeks.
 - If you see any gaps between daysheet dates where the practice was open, daysheets are not being processed based on Best Practices.

- Daysheets are necessary for the accuracy and security of your financial data.
- Daysheets must be processed daily.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed.

DS ID

- What is this?
 - The DS ID, or Daysheet ID, is the Identification number for the last daysheet that was processed on the Daysheet Date.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed.

Receipts for Deposit

- What is this?
 - This reflects 'new' money collected. It includes payment transactions and patient credit account entries of credit cards, check, cash and electronic funds transfer. This number does not include payments entered by transferring previously collected money from the patient credit account. The Receipts for Deposit in this grid will total all Receipts for Deposit with the listed Daysheet Date.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed to see the total Receipts for Deposit from each Daysheet.
 - From the Reports Menu, select Standard Reports. Run the Financial Summary report to see what transactions are included for either Daysheet Date or Daysheet ID.

Charges

- What is this?
 - The Charges in this grid will total all billed charges with the listed Daysheet Date.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed to see the total Charges from each Daysheet.
 - From the Reports Menu, select Standard Reports. Run the Financial Summary report to see what transactions are included for either Daysheet Date or Daysheet ID.

Payments

- What is this?
 - The Payments in this grid will total all directly applied 'new' money and any applied amounts from credit accounts with the listed Daysheet Date.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed to see the total Payments from each Daysheet.
 - From the Reports Menu, select Standard Reports. Run the Financial Summary report to see what transactions are included for either Daysheet Date or Daysheet ID.

Adjustments

- What is this?
 - The Adjustments in this grid will display a total of all Adjustment transactions with the listed Daysheet Date.
- For More Information
 - Go to the Reports Menu to the Daysheet Log for a list of each Daysheet processed to see the total Payments from each Daysheet.
 - From the Reports Menu, select Standard Reports. Run the Financial Summary report to see what transactions are included for either Daysheet Date or Daysheet ID.

Insurance A/R

- What is this?
 - This column displays the total receivables outstanding to Insurance Payers after all charges, payments and adjustments are processed for Daysheets with the listed Daysheet Date.
- Keeping it Healthy
 - Monitoring this column will help management gauge trends in the practice's Insurance A/R.
- 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.

Patient A/R

- What is this?
 - This column displays the total receivables outstanding to Patients after all charges, payments and adjustments are processed for Daysheets with the listed Daysheet Date.
- Keeping it Healthy
 - Monitoring this column will help management gauge trends in the practice's Insurance A/R.
- 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.

Diff. Ins. A/R

- What is this?
 - This column compares the receivables totals for the current daysheet compared to the prior daysheet receivables totals. A positive number indicates an increase in Insurance A/R. A negative number as shown in parenthesis indicates a decrease in Insurance A/R.
- Keeping it Healthy
 - Monitoring this column will help management gauge trends in the practice's Insurance A/R.

- For More Information
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Diff. Patient A/R

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Version 14.10

Overview

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Last 10 Days on which Daysheets were Processed										
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