

Close Out Daily Activity - Running a Daysheet

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Version 20.14

Path: Billing tab > Billing Center button > Claims (A/R) tab

About

It is **strongly recommended** to process a daysheet for your practice on a daily basis. Processing a daysheet is important because:

- It protects the integrity of every Practice's financial data from human error and deliberate adjustment.
- Charge and payment transactions that are not included on a daysheet (archived) may be voided with no record. The ability to view voided transactions only occurs once the transactions have been included on a daysheet.
- Many reports only access data that has been included in a daysheet.
- ERAs can only be posted for archived claims.

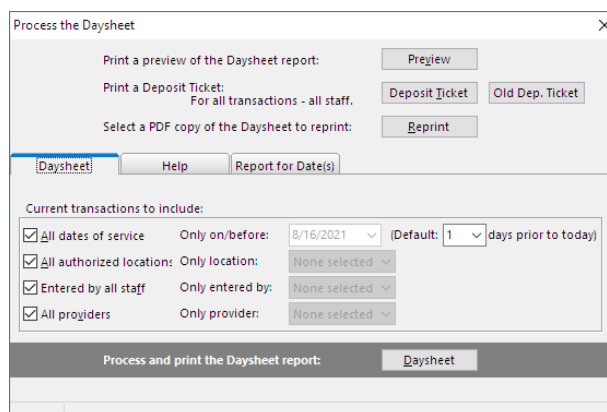


Note: Larger practices may choose to process more than one Daysheet daily, considering their high volume of payments and charges. When processing a Daysheet mid-day, ensure that users do not enter new payments or claims while payments are being reconciled or a Daysheet is being processed. Once the Daysheet is complete, users can continue to enter new transactions.

Running a Daysheet

When you run (or process) a daysheet, you convert current patient transactions (claims and payments) to archived patient transactions. Prior to running the daysheet, it is recommended to reconcile all monies received for the day and **send all unspent claims to the Transmit Queue**. To run the daysheet:

1. Navigate to the Claims (A/R) tab of the billing Center by following the path above.
2. Click the **Daysheet** button. The Process the Daysheet window is displayed.



3. In the **Current Transactions to include** section of the window, select the transactions to include in the daysheet:

- **All dates of service:** If checked, all transactions for all dates will be included in the daysheet. If the checkbox is deselected, you may select a date using the **Only on/before** date drop-down. Skipping dates is not an option. Selecting a date daysheets all transactions on and before the selected date. To always default the date field by a certain number of days, select the number of days in the Default field. This is saved moving forward and applied when the All dates of

service checkbox is deselected.

- **All authorized locations:** If checked, transactions for all locations will be included in the daysheet. If you only want to daysheet a specific location, deselect the checkbox and select the location(s) from the Only location drop-down menu.
- **Entered by all staff:** If checked, transactions entered by all staff members will be included in the daysheet. If you only want to daysheet specific staff members, deselect the checkbox and select the staff member(s) whose transactions you would like to daysheet.
- **All providers:** If checked, transactions for all Providers will be included in the daysheet. If you only want to daysheet for specific Providers, deselect the checkbox and select the Provider(s) whose transactions you would like to daysheet.

4. Click the **Daysheet** button after setting your daysheet parameters.

5. Click the **Yes** button in the confirmation pop-up box when prompted **Have you updated the transmittal queue?**

A daysheet report is displayed. You have the option of printing the report or simply viewing and closing it. While some Practices choose to print the daysheet, it is not required. A copy of each daysheet is automatically stored in your Administrative Documents and can be retrieved at any time, if necessary. Click [here](#) to learn how to locate and reprint a processed daysheet.

Version 20.13

Importance of the Daysheet Process

It is strongly recommended to process a daysheet for your practice on a daily basis. Processing a daysheet is important because:

- It protects the integrity of every practice's financial data from human error and deliberate adjustment.



Note: Charge and payment transactions that are not included on a daysheet (archived) may be voided with no record. The ability to view voided transactions only occurs once the transactions have been included on a daysheet.

- Many reports only access data that has been included in a daysheet.
- Electronic Remittance Advice can only be posted for archived claims.

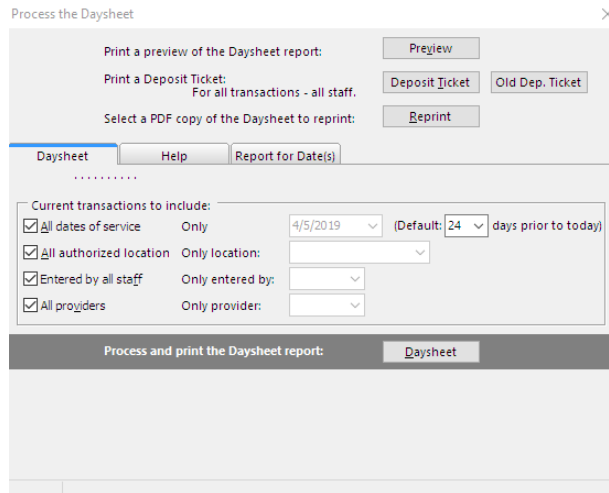


Note: Larger practices may choose to process more than one Daysheet daily, considering their high volume of payments and charges. When processing a Daysheet mid-day, ensure that users do not enter new payments or claims while payments are being reconciled or a Daysheet is being processed. Once the Daysheet is complete, users can continue to enter new transactions.

Running a Daysheet

When you run (or process) a Daysheet, you convert current patient transactions (claims and payments) to archived patient transactions. Prior to running the Daysheet, it is recommended to reconcile all monies received for the day and **send all unsubmitted claims to the Transmit Queue**. To run the daysheet:

1. Click the **Billing** tab
2. Click the **Billing Center** button. The **Electronic Billing Center** window is displayed.
3. Click the **Claims (A/R)** tab.
4. Click the **Daysheet** button. The Process the Daysheet window is displayed.



5. Review the current transaction parameters that will be included on the Daysheet:

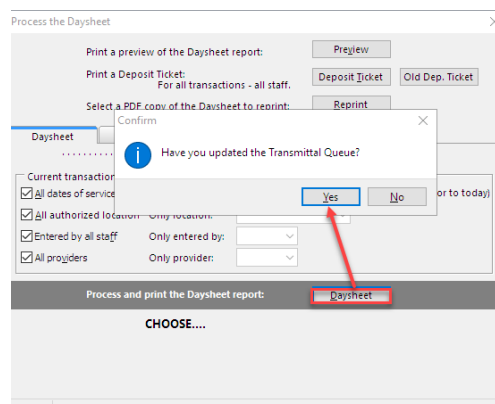
- **All dates of service:** Select this checkbox to daysheet all dates of service. If you only want to run a daysheet for a specific date, deselect the checkbox and enter the date in the Only on/before field.

Example: If deselected, a daysheet is processed for the date entered and any date prior to that. Skipping of dates is not possible. For example, if you deselect the box and enter a date of 11/5/2018, a daysheet is processed for all transactions dated 11/5/2018 and prior. You cannot choose to skip 11/4/2018 or any other previous date.

- **All authorized locations:** Select this checkbox to daysheet transactions for all locations. If you only want to run a daysheet for a specific location, deselect the box and select the Location from the Only location drop-down menu.
- **Entered by all staff:** Select this checkbox to daysheet transactions entered by all staff members. If you only want to run a daysheet for specific staff members, deselect the checkbox and select the staff member whose transactions you would like to daysheet. Only one staff member may be selected from this drop-down menu. If more than one staff member's transactions should be daysheeted, each daysheet needs to be run individually.
- **All providers:** Select this checkbox to daysheet transactions for all providers. If you only want to run a daysheet for specific providers, deselect the checkbox and select the Provider whose transactions you would like to daysheet. Only one provider may be selected from this drop-down menu. If more than one provider's transactions should be daysheeted, each daysheet needs to be run individually.

6. Click the **Daysheet** button after setting your daysheet parameters.

7. Click the **Yes** button in the Confirmation pop-up box when prompted **Have you updated the transmittal queue?**



A Daysheet report is displayed. You have the option of printing the report or simply viewing and closing it. While some practices opt to print the Daysheet, it is not required. A copy of each DaySheet is automatically stored in your Administrative Documents and can be retrieved at any time in the future, if necessary. To view these, click

Admin > Admin Documents. Select **DAYSHEET** from the Transaction Type drop-down menu. Enter a **Date Range**. Click the **Search** button.
