Standard Reports: Unbilled Charges for Scheduled Appointments

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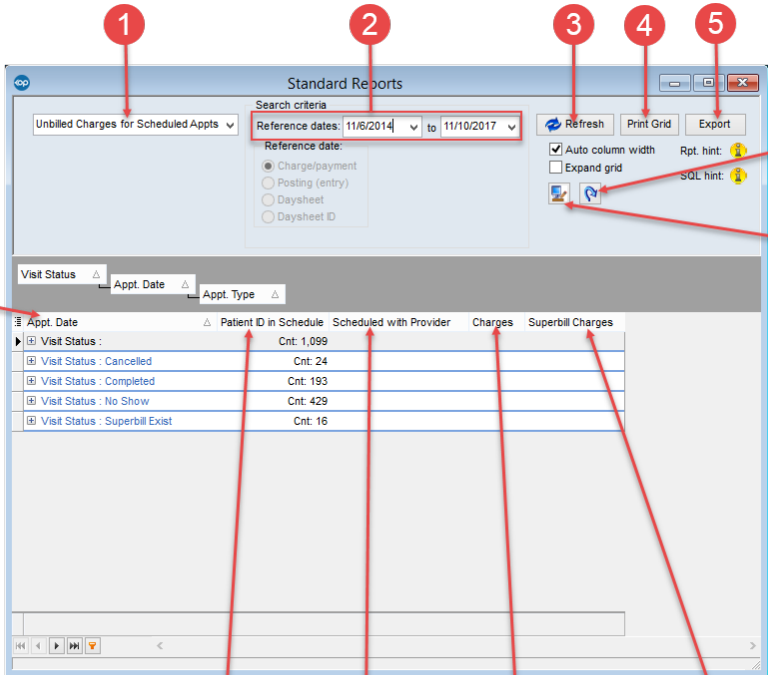
Version 14.19

When to Use this Report

Use this report daily or weekly to view scheduled appointments for patients that do not have an associated superbill or billed charges for appointments scheduled for the practice.

About Unbilled Charges for Scheduled Appointments

> **Path: Reports menu > Standard Reports > Choose a Report dropdown > Unbilled Charges for Scheduled Appointment**

This report enables the user to select an appointment date and to compile all scheduled appointments for patients that do not have an associated superbill or charge transactions for the specified appointment date.

Unbilled Charges for Scheduled Appointments Map

Number	Section	Description
1	Choose a report	The Choose a report dropdown selects one of the six available reports to display in the standard reports grid. These reports include: • **Transactions for check number** • **Financial Summary** • **Charges per scheduled appointment** • **Unbilled charges for scheduled appointments** • **Reimbursement per visit** • **Scheduled appointments** • **Compare allowable to payment**
2	Reference dates (range)	The Reference Dates set the start and end date for the displayed report's date range. Reports that meet the criteria and fall within the selected date range will appear in the standard reports grid.
3	Refresh button	The **Refresh** button refreshes the data in the standard reports grid.
4	Print Grid button	The **Print Grid** button prints or exports the standard reports grid as it appears. You can print a paper or PDF copy of the report. The report will open in Print Preview mode. In Print Preview mode, you can choose to print the report or export to PDF. 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).
5	Export button	The **Export** button exports the data shown in the standard reports grid as an .xls or .csv file.
6	Reset Preferences button	The **Reset Preferences** button resets the default window and grid preferences.
7	Preferences button	The **Preferences** button saves the window and grid preferences.
	Appointment	The Appointment Date column lists the unbilled charges for scheduled

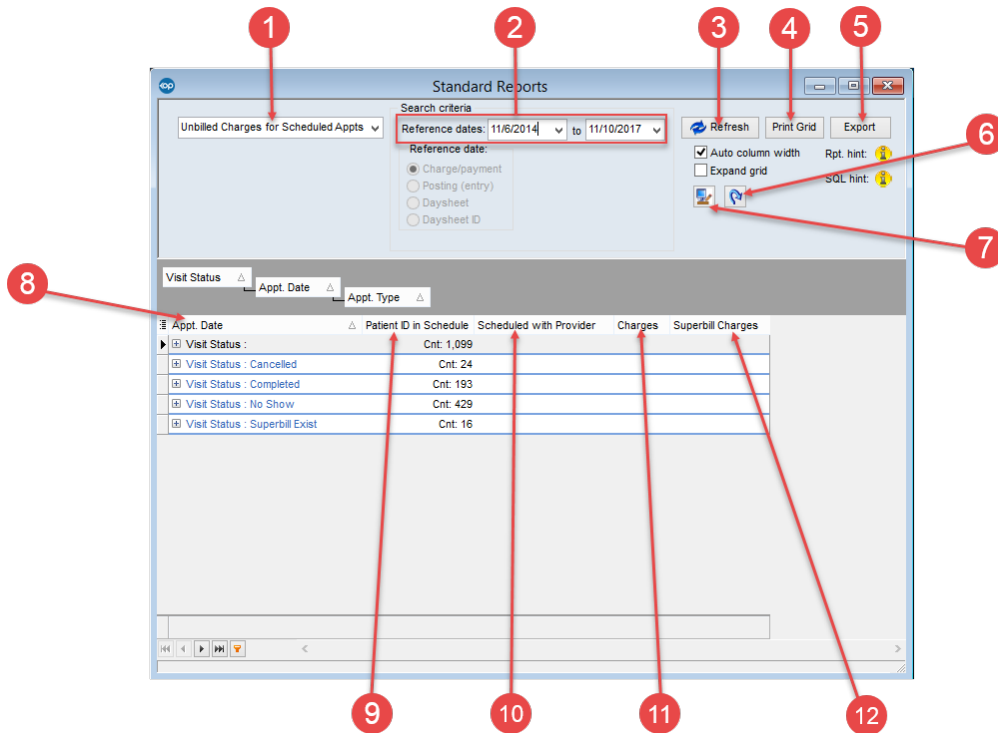| 8	Date	appointments by appointments date.
9	Patient ID in Schedule	The Patient ID in Schedule column lists the patient ID for the appointment.
10	Scheduled with Provider	The Scheduled with Provider column lists the provider who was scheduled to see the patient.
11	Charges	The Charges column indicates the charges for the appointment.
12	Superbill Charges	The Superbill Charges column indicates the superbill charges for the appointment.

Version 14.10

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5	Export button	The **Export** button exports the data shown in the standard reports grid as an .xls or .csv file.
6	Reset Preferences button	The **Reset Preferences** button resets the default window and grid preferences.
7	Preferences button	The **Preferences** button saves the window and grid preferences.
8	Appointment Date	The Appointment Date column lists the unbilled charges for scheduled appointments by appointments date.
9	Patient ID in Schedule	The Patient ID in Schedule column lists the patient ID for the appointment.
10	Scheduled with Provider	The Scheduled with Provider column lists the provider who was scheduled to see the patient.
11	Charges	The Charges column indicates the charges for the appointment.
12	Superbill Charges	The Superbill Charges column indicates the superbill charges for the appointment.