

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.

Billing Transaction Analysis: Void Transactions Only

Last Modified on 01/02/2020 1:35 pm EST

Version 14.19

When to Use this Report

Use this report to see voids from patient accounts for a specified period. Offices that make mistakes on transactions (Charges, Payments, or Adjustments) will need to void (delete) mistakes from the patient accounts and re-enter the corrections to the system. When a deletion is made, OP will keep a running report of voided transactions.



Note: Voids are recorded when transactions are daysheeted. If a transaction is current and not daysheeted, there is no void that is recorded. It is very important to daysheet on a regular basis to keep the financial integrity of the system.


This will show users all voided transactions for the time period the user requested the system to recall.

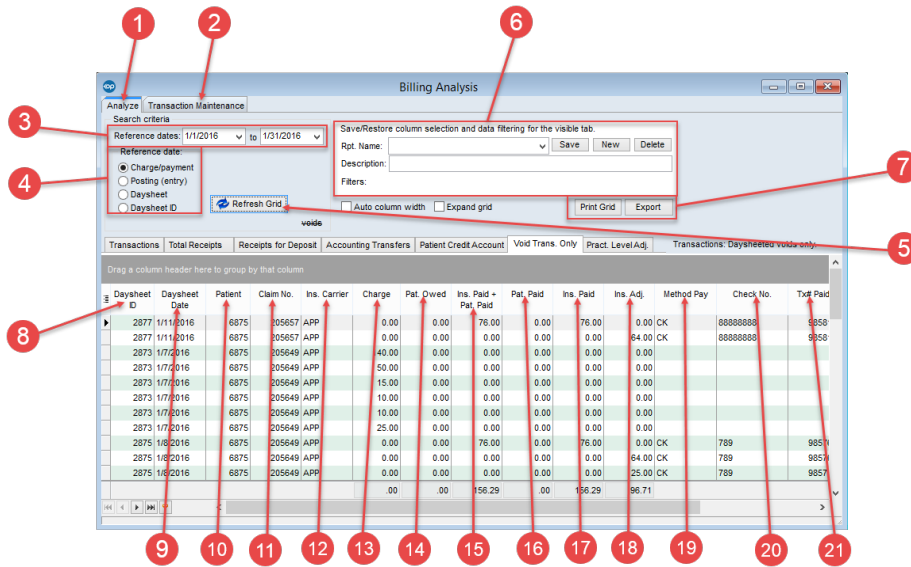
About Billing Analysis: Void Transactions Only

Path: Reports menu > Billing Transaction Analysis > Void Transactions Only tab

This report displays all voided (deleted) daysheeted transactions.



Note: More columns are available in the data grid than shown in the map below. The map only describes the columns displayed in the map. To see the total list of columns, select the column selection icon in the upper-left area of the grid ().



Billing Analysis: Void Transactions Only Map

Number	Section	Description
1	Analyze tab	The Analyze tab shows transactions for particular categories based on set search criteria. It creates a financial report with each transaction having its own entry.
2	Transaction Maintenance tab	The Transaction Maintenance tab shows transactions where the logged-in user is either the Rendering, Billing, Supervising, or Service Provider. Transactions can be updated with the name of the rendering provider (REND_ADDR_ID) of the charge that was paid in this tab. Only transactions with a null value will be update from this tab (where REND_ADDR_ID=null or 0).
3	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.
4	Report Reference Criteria	The Report Reference Criteria settings narrow the information displayed in the grid after selecting a reference date criteria. The selections include: <ul style="list-style-type: none"> • Charge/payment: This report pulls based on the charge date (usually the date of service) and payments and adjustments according to their payment date (which can be backdated at the time of posting). • Posting (entry): This report accesses charges, payments, and transactions that have a posting date within the time frame selected. The Posting (Entry) selection displays when a

		<p>transaction was attached to the patient account in OP.</p> <ul style="list-style-type: none"> • Daysheet: When the payment is locked in and archived on the daysheet, the data will display based on the daysheet date. • Daysheet ID: This grid displays data based on the OP assigned Daysheet ID that was created during the selected date range.
5	Refresh Grid button	The Refresh Grid button will display the latest data in the grid based upon the Reference Dates and Report Reference Criteria filter selections.
6	Report Template Recorder	Once a grid is customized, you can save the report layout as a template using the Report Template Recorder. You can Save/Restore column selections and data filtering for the visible tab.
7	Print/Export functions	The Print Grid and Export buttons are used to print the grid (using the Print Grid button) or Exporting the data to Excel (using the Export button).
8	Daysheet ID	The Daysheet ID column displays the daysheet identifier for the indicated voided transaction.
9	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
10	Patient	The Patient column displays the patient identifier for the indicated voided transaction.
11	Claim Number	The Claim Number identifies the claim that contains the voided transaction.
12	Insurance Carrier	The Insurance Carrier column identifies the insurance payer for the voided transaction.
13	Charge	The Charge column displays the total charges for the voided transaction.
14	Patient Owed	The Patient Owed column displays the total amount charged to the patient prior to the voided transaction.
15	Insurance Paid + Patient Paid	The Insurance Paid + Patient Paid column displays the total amount paid by the insurance carrier and the patient prior to the voided transaction (adding the Insurance Paid column and Patient Paid column together).
16	Patient Paid	The Patient Paid column displays the total amount paid by the patient before the void.
17	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier before the void.

18	Insurance Adjustment	The Insurance Adjustment column indicates the amount of the insurance adjustment that was written off for a particular CPT code.
19	Method Pay	The Method Pay column displays the manner in which the payment was provided for the indicated transaction.
20	Check Number	The Check Number column indicates the check number for transactions that were paid with a check.
21	Tx# Paid	The Tx# Paid columns displays the transaction number for the void on the transaction.

Version 14.10

When to Use this Report

Use this report to see voids from patient accounts for a specified period. Offices that make mistakes on transactions (Charges, Payments, or Adjustments) will need to void (delete) mistakes from the patient accounts and re-enter the corrections to the system. When a deletion is made, OP will keep a running report of voided transactions.


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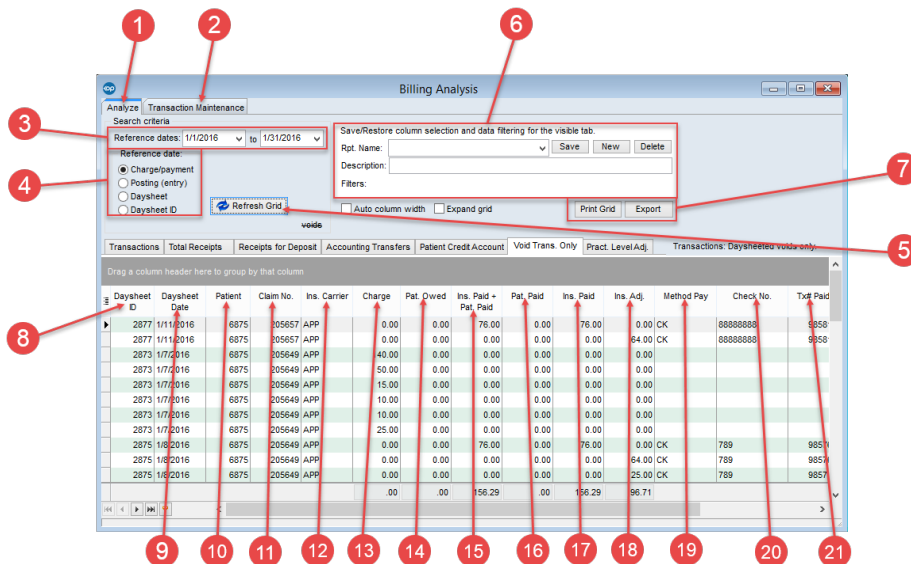
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