

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: Practice Level Adjustment

Last Modified on 12/04/2019 11:23 am EST


Version 14.19

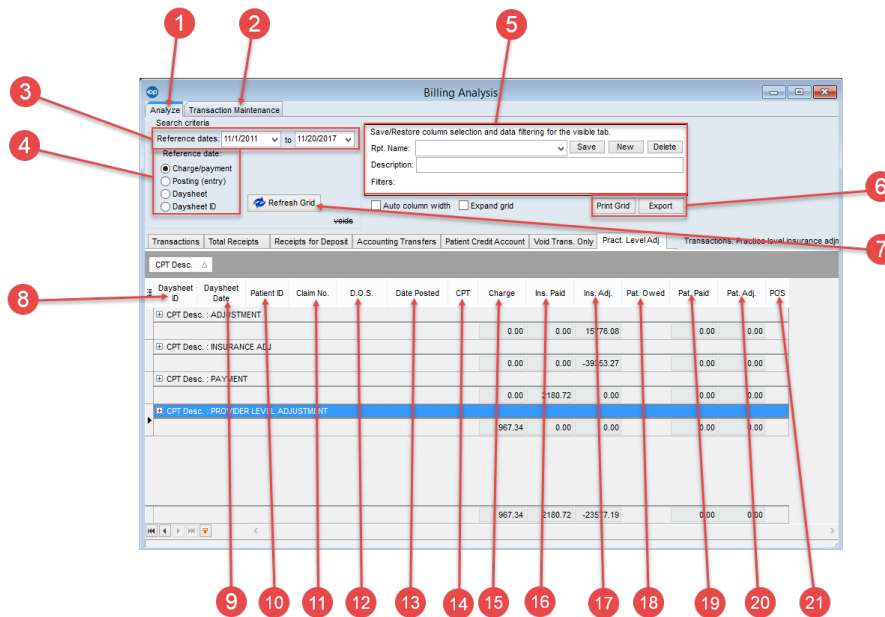
When to Use this Report

Use this report to view Practice Level Insurance Adjustments (PLAs) for a specified period. For example, when users process Electronic Remittances, and there is an Insurance Adjustment (ex: take back or interest payment) OP will create a PLA adjustment transaction to balance the electronic remittance.

About Billing Analysis: Practice Level Adjustment

Path: Reports menu > Billing Transaction Analysis > Practice Level Adjustment (Pract. Level Adj.) tab

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: Practice Level Adjustment 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	<p>The Report Reference Criteria settings narrow the information displayed in the grid after selecting a reference date criteria. The selections include:</p> <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). The Charge/Payment help to displays CPT activity reports. • Posting (entry): This report accesses charges, payments, and transactions that have a posting date within the time frame

	Criteria	<p>selected. The Posting (Entry) selection displays when a transaction was attached to the patient account.</p> <ul style="list-style-type: none"> • Daysheet and Daysheet ID: This grid displays charges, payments, and adjustments according to the date or ID that they were processed on a daysheet. The Daysheet selection displays the CPT productivity in the grid. The Daysheet ID selection displays the grid based on the OP assigned ID# when a daysheet is processed.
5	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.
6	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).
7	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.
8	Daysheet ID	The Daysheet ID column displays the daysheet identifier for the indicated transaction.
9	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
10	Patient ID	The Patient ID column displays the patient identifier for the indicated transaction.
11	Claim Number	The Claim Number column displays the number for the claim where the transaction occurred.
12	D.O.S.	The Date of Service (D.O.S.) column lists the date of service for the indicated transaction.
13	Date Posted	The Date Posted column displays the date the transaction was posted in OP.
14	CPT	The CPT Code column lists the medical code for the visit on the date of service.
15	Charge	The Charge column displays the total charges from the provider for the selected transaction.
16	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier.
	Insurance	The Insurance Adjustment column indicates the amount the

17	Adjustment	insurance adjusted.
18	Patient Owed	The Patient Owed column indicates the amount owed by the patient.
19	Patient Paid	The Patient Paid column displays the total amount paid by the patient.
20	Patient Adjustment	The Patient Adjustment column indicates the amount of the charge adjustment that was written off for a particular CPT code.
21	POS	The POS (Place of Service) indicates the location where the service occurred.


Version 14.10

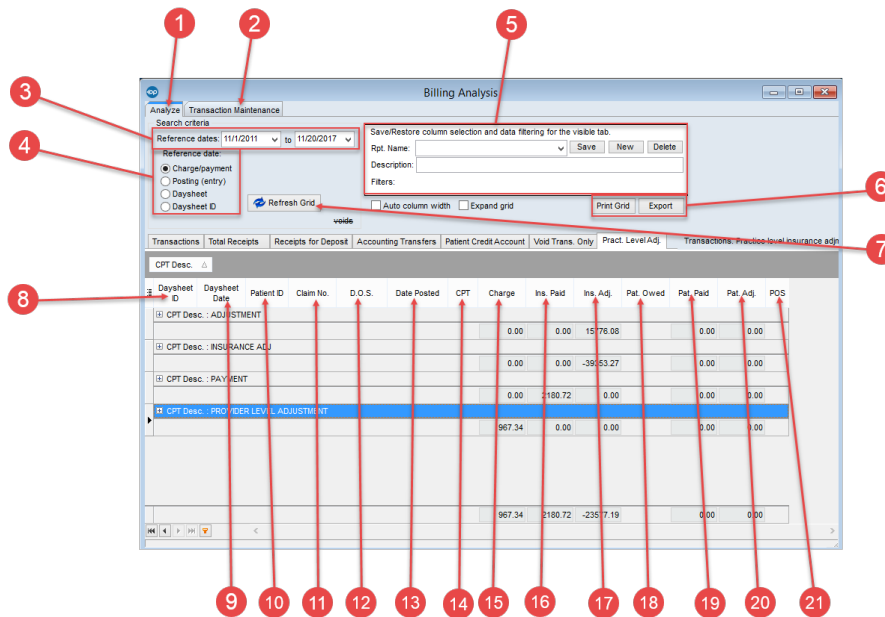
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