

A/R Aging Analysis: Location - Total A/R

Last Modified on 05/04/2021 2:47 pm EDT

Version 14.19

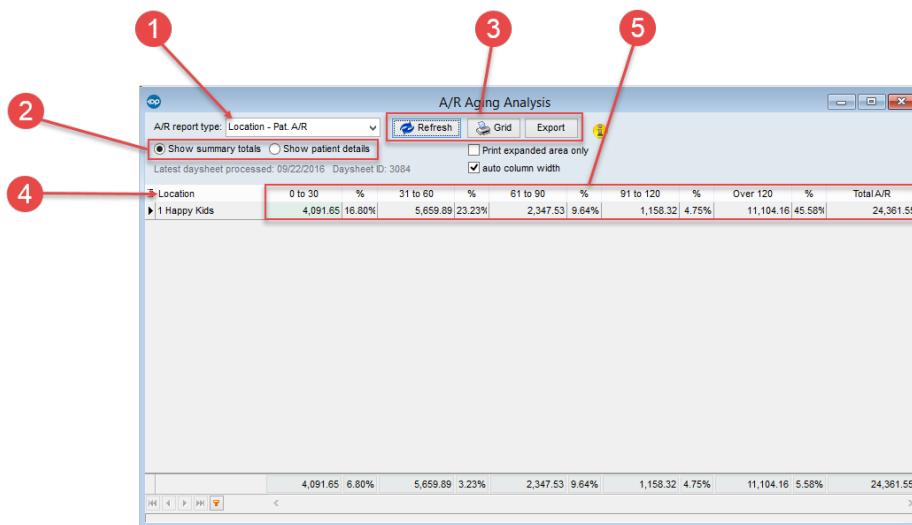
Path: Billing tab > A/R button > A/R Aging Analysis > A/R Report Type drop-down > Location - Total A/R

User Permission: If you do not see this report option, you will need to be provided permission **OP_Rpts_AR** by your practice's administrator.

About

This report displays all outstanding Accounts Receivable (Insurance and Patient) by Location and breaks the balances up by different aging buckets, making it easy to see, in a quick glance, the areas of work in your A/R that need to be addressed.

Note: It is recommended that you run the Proof Patient Account A/R Update prior to working **A/R Billing tab > Proof Patient Accounts > A/R Data Update Procedures tab**.



A/R Aging Analysis: Location - Total A/R Map

| Number | Section | Description |
|--------|-----------------------------------|---|
| 1 | A/R Report Type | Selects the report to display in the A/R Aging Analysis window. |
| 2 | Show Totals/Details radio buttons | The radio buttons determine the data that is displayed in the grid: <ul style="list-style-type: none"> Show Summary Totals: The "Show Summary Totals" radio button provides a summary of the insurance carrier and patient totals for the location over a specified period of time. Show Patient Details: This radio button is not available for this report. |
| 3 | Function buttons | The function buttons are used to print, export, refresh, and set conditions for the information in the A/R Aging Analysis report. |
| 4 | Location | The Location column displays the name of each practice location on each line of the report. |

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|---|--------------------------|--|
| 5 | Location Summary Details | Location Summary Details displays outstanding Accounts Receivable that are due from the insurance carrier and patient over specified periods of time (0 to 30, 31 to 60, etc). |
|---|--------------------------|--|

Version 14.10

When to Use this Report

Users that wish to see what is in their Accounts Receivable by Location can use this report to see all outstanding insurance and patient balances that are due.

This allows users to see, in a quick glance, the areas of work in their patient A/R that need to be addressed for individual locations.

About the A/R Aging Analysis: Location - Total A/R

Path: Reports Menu > A/R Aging Analysis > Location - Total A/R (A/R Report Type dropdown)

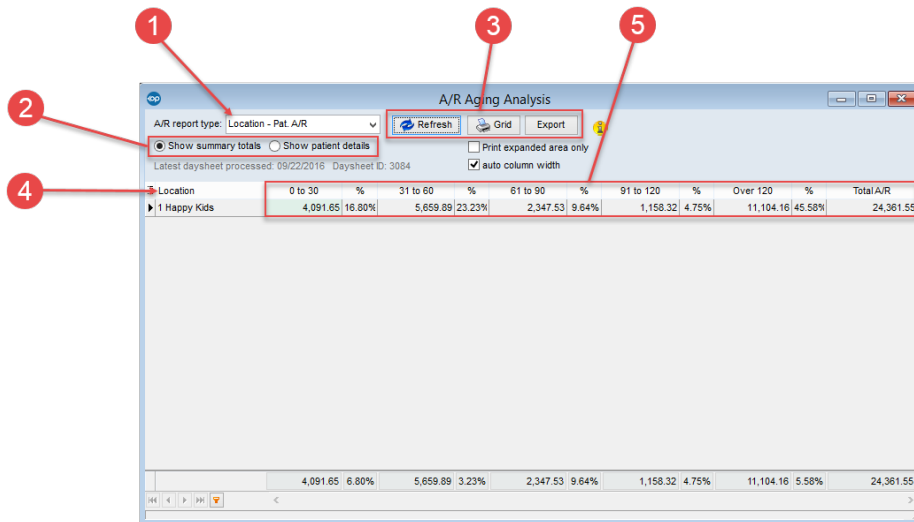


Note: If you do not see this report option, you will need to be provided a permission from the System Administrator under Security Administration. The report permission is: **OP_Rpts_AR**.

This report allows users to view outstanding Accounts Receivable Insurance and Patient Balances by Location.



Note: If patient details indicate a balance in a date range bucket that is different from the top row bucket, then the AR_AGING_HISTORY table data is out of date. Re-run the Update function by clicking the **Update** button in the Menu: **Reports > Proof Patient Accounts > Proof Calculations > A/R Data Update Procedures tab**.



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| 4 | Location | The Location column displays the name of each practice location on each line of the report. |
| 5 | Location Summary Details | Location Summary Details displays outstanding Accounts Receivable that are due from the insurance carrier and patient over specified periods of time (0 to 30, 31 to 60, etc). |
