# Monthly Reports: Void Transactions Only

Last Modified on 05/28/2024 4:02 pm EDT

Version 21.3

## 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.
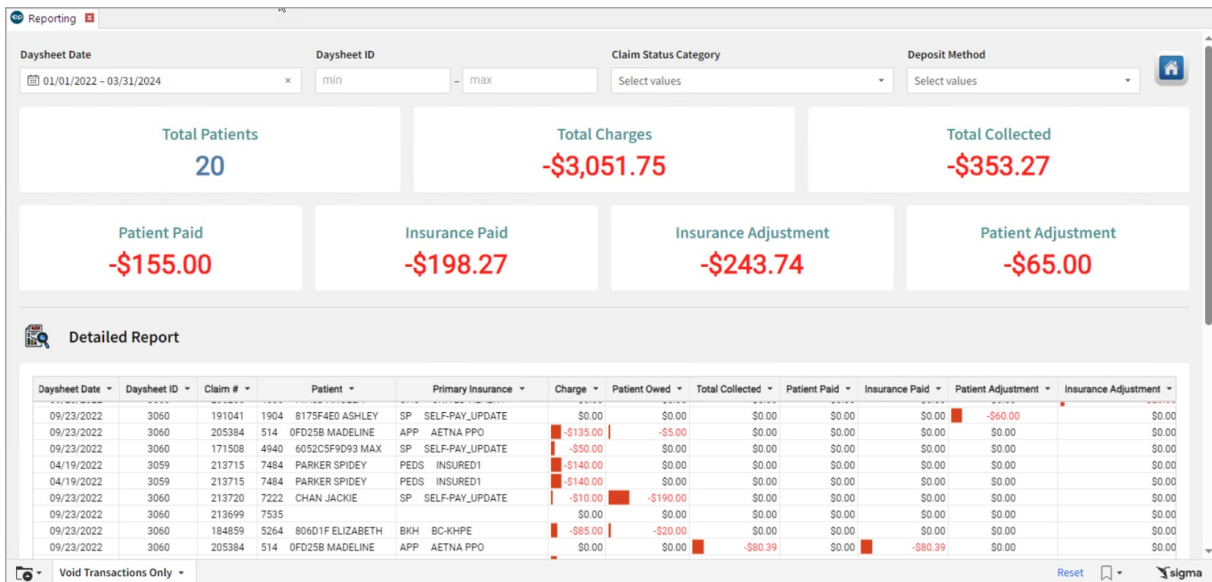


## Qualifications

This report is based on daysheeted transaction. Anything with a posted date that hasn't been daysheeted will not show on this report.

## About Void Transactions Only

> **Path: Tools > Reporting > Daysheet Dependent > Void Transactions Only**

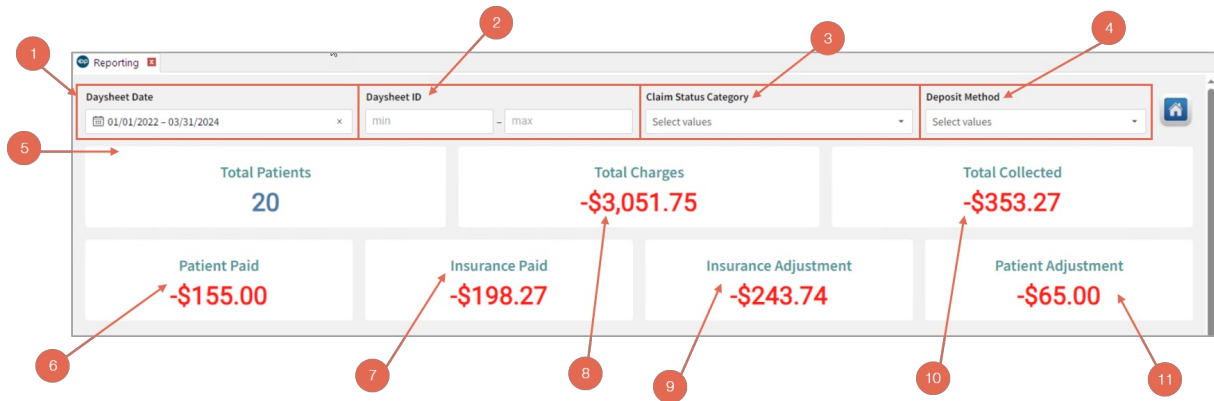This report displays all voided (deleted) daysheeted transactions.

### Daysheet Dependent: Void Transactions Only Map

Hover over each of the Summary Tiles, to see specific data. For instructions on how to drill down and expand that information from the Summary Tiles, please see the **Drill Down** section of the Data Element Tutorial.

> **Note**: All columns in the Detailed Report section will show by default. To hide columns, see the **Visualization** section of the Maximized Elements article.

## Filters and Summary Tiles

| Number | Section | Description |
|--------|---------|-------------|
| 1 | Daysheet Date | This is the effective Daysheet date. Select the date(s) for the displayed record's date range. Records that meet the criteria and fall within the selected date range will appear in the detailed reports grid. See the **Dates** section of the Filter Tutorial article for the different selections. |
| 2 | Daysheet ID | Put in a range to display data based on the OP assigned **Daysheet ID** that was created during the selected date range. |
| 3 | Claim Status Category | Select a Claim status Category to filter by. These group your claims according to the last claim phase the claim went through. See this article for more information. |
| 4 | Deposit Method | The Deposit Method filter displays the type of pay method. Select from the drop-down to choose a deposit method to run the report by. |
| 5 | Total Patients | This Summary tile shows the total amount of patients in this report. |
| 6 | Patient Paid | This Summary tile shows the total total amount paid by the patients in the filtered report (totals from the Patient Paid column). |
| 7 | Insurance Paid | This Summary tile shows the total amount paid by the insurance carrier in the filtered report (totals from the Insurance Paid column). |
| 8 | Total Charges | The **Total Charges** Summary Tile displays the total amount of charges for the combined services rendered. |
| 9 | Insurance Adjustment | The **Insurance Adjustments** Summary tile displays total of all Insurance Adjustment transactions with the processed daysheets (total from the Insurance Adjustment column). |
| 10 | Total Collected | The **Total Collected** Summary tile displays the total amount paid by the insurance carrier and the patient (adding the Insurance Paid tile and Patient Paid tiletogether). |
| 11 | Patient Adjustment | The **Patient Adjustments** Summary tile displays total of all Patient Adjustment transactions with the processed daysheets (total from the Patient Adjustment column). |

## Detailed Report

## Detailed Report

| Daysheet Date | Daysheet ID | Claim # | Patient | Primary Insurance | Charge | Patient Owed | Total Collected | Patient Paid | Insurance Paid | Patient Adjustment | Insurance Adjustment |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 09/23/2022 | 3060 | 213455 | 2800 32549 JACKSON | CP CHOICE PLUS2 | $0.00 | $0.00 | -$15.00 | -$15.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 213455 | 2800 32549 JACKSON | CP CHOICE PLUS2 | -$90.00 | -$15.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 206256 | 4686 FFA5D ANGELA | UHC UNITED HEALTH | -$90.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 206256 | 4686 FFA5D ANGELA | UHC UNITED HEALTH | $0.00 | $0.00 | -$45.00 | -$45.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 206256 | 4686 FFA5D ANGELA | UHC UNITED HEALTH | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | -$20.00 |
| 09/23/2022 | 3060 | 206256 | 4686 FFA5D ANGELA | UHC UNITED HEALTH | $0.00 | -$70.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 213822 | 99982589 TEST SPINAL | SP SELF-PAY_UPDATE | $0.03 | $50.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 171508 | 4940 6052C5F9D93 MAX | SP SELF-PAY_UPDATE | -$60.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 171508 | 4940 6052C5F9D93 MAX | SP SELF-PAY_UPDATE | -$50.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | $0.00 | $0.00 | -$38.15 | $0.00 | -$38.15 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | $0.00 | -$30.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | -$90.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | $0.00 | $0.00 | -$15.53 | $0.00 | -$15.53 | $0.00 | $0.00 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | -$21.85 |
| 09/23/2022 | 3060 | 203295 | 709 B4ECE2 PAIGE | APP AETNA PPO | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | -$14.47 |

## Detailed Report

| Insurance Adjustment | Deposit Method | Check # | Transaction # Paid | Rendering Provider | Location | Entered by Staff | Assitted by | Accepts Insurance | Adjus |
|---|---|---|---|---|---|---|---|---|---|
| $0.00 | Patient/Payer credit | null | 1084763 | 681 Karen David | Main Office | 2035 REED FOWLER | | null | |
| $0.00 | ERROR | null | 0 | 681 Karen David | Main Office | 2035 REED FOWLER | 1424 2991646 6BA9674A | Y | |
| $0.00 | ERROR | null | 0 | 681 Karen David | Main Office | 2035 REED FOWLER | 1424 2991646 6BA9674A | Y | |
| $0.00 | Patient/Payer credit | null | 1084769 | 681 Karen David | Main Office | 2035 REED FOWLER | | null | |
| -$20.00 | Electronic funds transfer | 1QG53510146 | 1084769 | 681 Karen David | Main Office | 2035 REED FOWLER | | null | |
| $0.00 | Electronic funds transfer | 1QG53510146 | 1084769 | 681 Karen David | Satellite Location | 2035 REED FOWLER | | null | |
| $0.00 | ERROR | null | 0 | 107 Demo Doctor, MD | Satellite Location | 2035 REED FOWLER | 0 | N | |
| $0.00 | ERROR | null | 0 | 305 Demosthenes D. Wiggin | Main Office | 2035 REED FOWLER | 391 Cathy Medical, RN | N | |
| $0.00 | ERROR | null | 0 | 305 Demosthenes D. Wiggin | Main Office | 2035 REED FOWLER | 829 F83F F099B9813 | N | |
| $0.00 | Electronic funds transfer | 815279520002691 | 1084833 | 1095 Sharon Sowinski | Main Office | 2035 REED FOWLER | | null | |
| $0.00 | Electronic funds transfer | 815279520002691 | 1084833 | 1095 Sharon Sowinski | Satellite Location | 2035 REED FOWLER | | null | |
| $0.00 | ERROR | null | 0 | 1095 Sharon Sowinski | Main Office | 2035 REED FOWLER | 1424 2991646 6BA9674A | Y | |
| $0.00 | Electronic funds transfer | 815279520002691 | 1084840 | 1095 Sharon Sowinski | Main Office | 2035 REED FOWLER | | null | |
| -$21.85 | Electronic funds transfer | 815279520002691 | 1084833 | 1095 Sharon Sowinski | Main Office | 2035 REED FOWLER | | null | |
| -$14.47 | Electronic funds transfer | 815279520002691 | 1084840 | 1095 Sharon Sowinski | Main Office | 2035 REED FOWLER | | null | |

| Number | Section | Description |
|---|---|---|
| a | Daysheet ID | The Daysheet ID column displays the daysheet identifier for the indicated transaction. |
| b | Daysheet Date | The Daysheet Date column displays the date that the daysheet was created. |
| c | Claim # | The Claim # column displays the number for the claim where the transaction occurred. |
| d | Patient | The Patient column displays the patient's first and last name and the patient identifier for the indicated transaction. |
| e | Primary Insurance | The name of the Primary Insurance that was used for the patient on the selected date of service. |
| f | Charge | The Charges column displays the total charge for the service rendered for that particular patient. |
| g | Patient Owed | The Patient Owed column indicates the amount that the patient owes for this particular transaction. |
| h | Total Collected | The Total Collected column displays the total amount collected by the Patient and the Insurance (total from Insurance Paid and Patient Paid column). |
| i | Patient Paid | The Patient Pay column displays the total amount paid by the patient. |
| j | Insurance Paid | The Insurance Paid column displays the amount paid by the insurance carrier. |
| k | Patient Adjustment | The Patient Adjustment column indicates the amount of the charge adjustment that was written off for a particular CPT code. |
| l | Insurance Adjustment | The Insurance Adjustment column indicates the amount the insurance adjusted. |
| m | Deposit Method | The Deposit Method column displays the type of pay method. You can collapse and expand each pay method type. |
| n | Check # | The Check # column displays the check number for the indicated transaction. |
| o | Transaction # Paid | This pulls from the Claim Details window, and displays for payments only. |

| p | Rendering Provider | The Rendering Provider lists the name of the provider for the transaction. |
|---|---|---|
| q | Location | The Location column displays the location where the encounter occurred. This is useful for practices that have multiple locations. |
| r | Entered by Staff | The name of the staff member who entered this transaction |
| s | Assisted by | The name of the staff member who assisted with the service. |
| other | Adjustment Code | This column will show the Adjustment code for the transaction. |
| other | Claim Status Category | This column lists the status category of the claim. These group your claims according to the last claim phase the claim went through. See this article for how claim statuses are defined. |
| other | Estimated Reimbursement | The amount of estimated reimbursement for the service. |