

# Daily Reports: Patient Credit Account

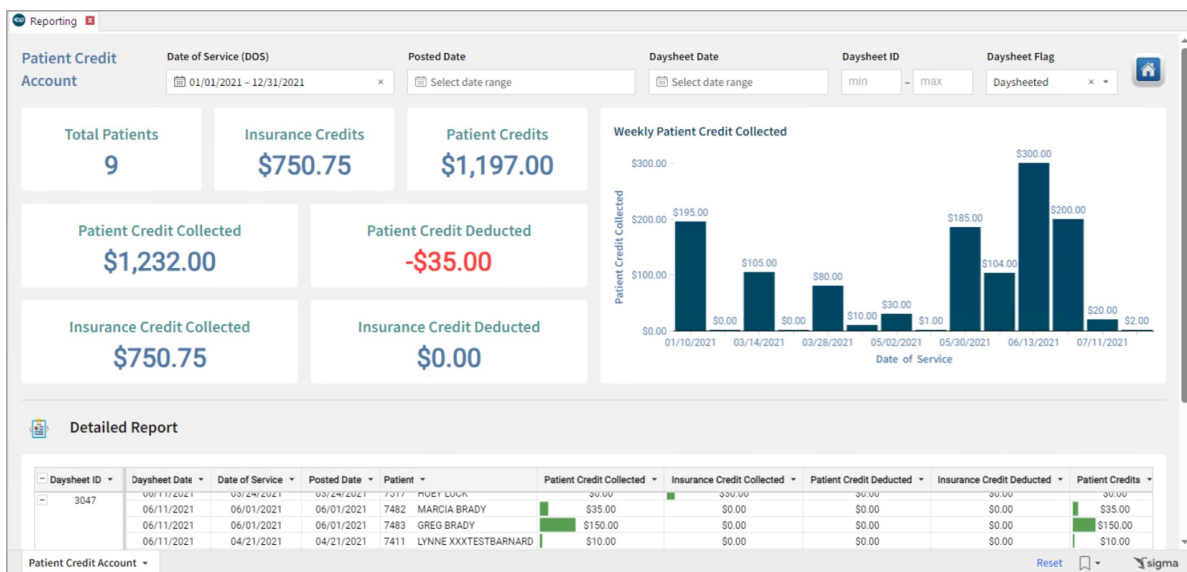
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Version 21.3

## When to Use this Report

Use this report to view credits that were credited and debited from patient credit accounts for a specified period. For example, if you wish to look at all collected and debited credits that were entered into the system for a period of a day, select the date range to be one day.

Users will be able to see what money has been entered into OP and debited out of the accounts with this report. If there is more credit than debit, you will know that the application of the credit did not occur (or did not occur within the selected time frame).



This will show users all credited and debited credit transactions for the time period that the user requested. See the Patient Credit Collected and Patient Credit Deducted Summary Tiles (totals) and columns (specific DOS) in the image above.

## About Monthly Reports: Patient Credit Account

**Path: Tools > Reporting > Montly Reports > Patient Credit Account**

This report displays accounts credited in and debited out of the patient credit accounts.

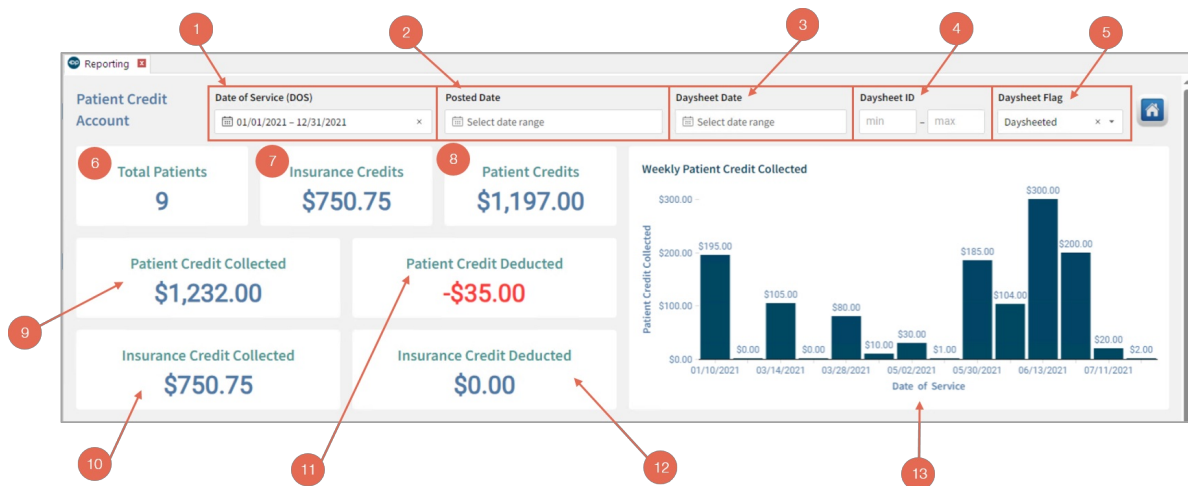
## Monthly Reports: Patient Credit Account Map

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.

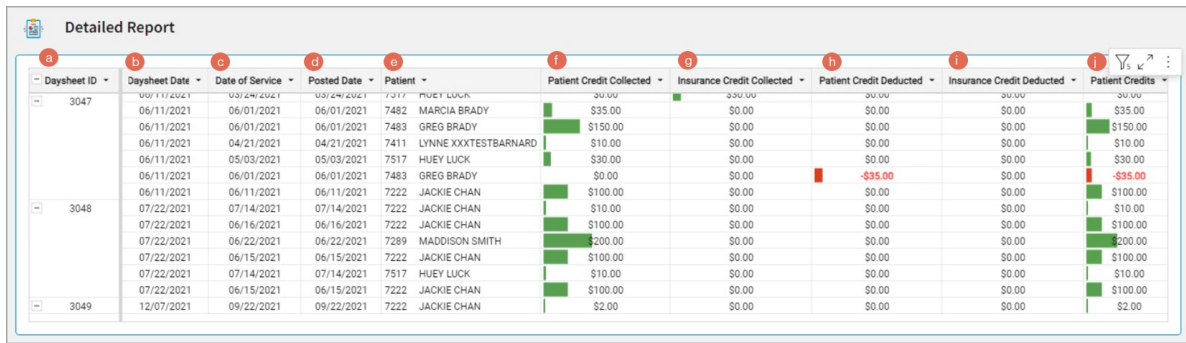
## Filters and Summary Tiles



Number	Section	Description
1	Date of looks(DOS)	This is the date the service was performed. Select the date(s) for the displayed record's date range. Items that meet the criteria and fall within the selected date range will appear in the detailed reports grid. See the <b>Dates</b> section of the <a href="#">Filter Tutorial</a> article for the different selections.
2	Posted Date	Select the date(s) to display the transactions for the posted date selected AS LONG AS they were also daysheeted. See the <b>Dates</b> section of the <a href="#">Filter Tutorial</a> article for the different selections.
3	Daysheet Date	This is the <b>effective Daysheet date</b> . Select the date(s) for the displayed record's date range. Reports that meet the criteria and fall within the selected date range will appear in the detailed reports grid. See the <b>Dates</b> section of the <a href="#">Filter Tutorial</a> article for the different selections.
4	Daysheet ID	Put in a range to display data based on the OP assigned <b>Daysheet ID</b> that was created during the selected date range.
5	Daysheet Flag	Choose an <b>Daysheet Flag</b> to show the transactions with only that flag. This identifies if the transaction has been daysheeted or not.
6	Total Patients	This Summary tile shows a <b>true patient count</b> , not a line item count. Patients can show up multiple times in the grid below and only be counted once in the tile.
7	Insurance Credits	The <b>Insurance Credits</b> Summary tile displays the total credit available for all insurances listed in this report (total from the Insurance Credit column).
8	Patient Credits	The <b>Patient Credits</b> Summary tile displays the total credit available for all patients listed in this report (total from the Patient Credit column).
9	Patient Credit Collected	The <b>Patient Credit Collected</b> Summary tile displays total credit that was collected toward all patient accounts pulled in this report (totals from the Patient Credit Collected column).
10	Insurance Credit Collected	The <b>Insurance Credit Collected</b> Summary tile displays total credit that was collected toward all patients' insurance payer accounts pulled in this report (total from the Insurance Credit Collected column).
11	Patient Credit Deducted	The <b>Patient Credit Deducted</b> Summary tile displays total credit that was debited against all patient accounts pulled in this report (totals from the Patient Credit Deducted column).

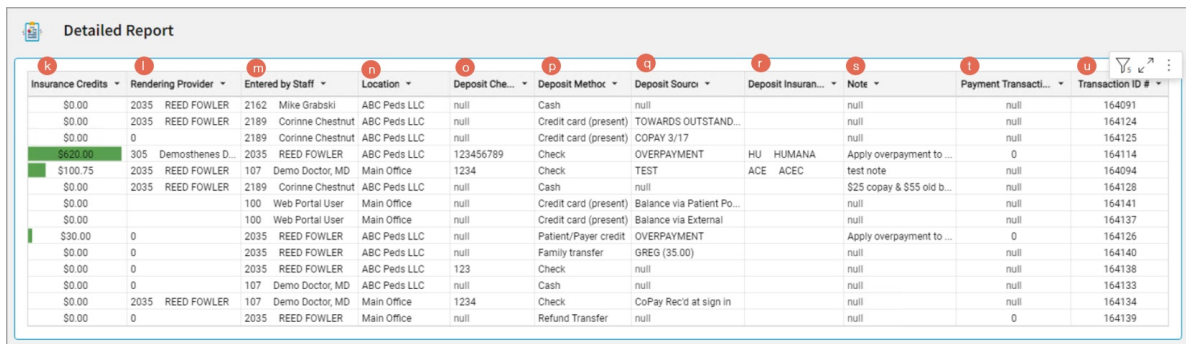
12	Insurance Credit Deducted	The <b>Insurance Credit Deducted</b> Summary tile displays total credit that was debited against all patients' insurance payer accounts pulled in this report (total from the Insurance Credit Deducted column).
12	Weekly Patient Credit Collected	This bar graph displays an overview of the amount of patient credit collected by week, according to the filters selected. See the Drill Down section of the <a href="#">Data Element Tutorial article</a> for more information on viewing more specific details.

## Detailed Report



**Detailed Report**

Daysheet ID	Daysheet Date	Date of Service	Posted Date	Patient	Patient Credit Collected	Insurance Credit Collected	Patient Credit Deducted	Insurance Credit Deducted	Patient Credits
3047	06/11/2021	06/01/2021	06/01/2021	7482 MARCIA BRADY	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
	06/11/2021	06/01/2021	06/01/2021	7483 GREG BRADY	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
	06/11/2021	04/21/2021	04/21/2021	7411 LYNNE XXXTESTBARNARD	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	06/11/2021	05/03/2021	05/03/2021	7517 HUEY LUCK	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
	06/11/2021	06/01/2021	06/01/2021	7483 GREG BRADY	\$0.00	\$0.00	\$0.00	-\$35.00	-\$35.00
	06/11/2021	06/01/2021	06/11/2021	7222 JACKIE CHAN	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
3048	07/22/2021	07/14/2021	07/14/2021	7222 JACKIE CHAN	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	07/22/2021	06/16/2021	06/16/2021	7222 JACKIE CHAN	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
	07/22/2021	06/22/2021	06/22/2021	7289 MADDISON SMITH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
	07/22/2021	06/15/2021	06/15/2021	7222 JACKIE CHAN	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
	07/22/2021	07/14/2021	07/14/2021	7517 HUEY LUCK	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
3049	12/07/2021	09/22/2021	09/22/2021	7222 JACKIE CHAN	\$2.00	\$0.00	\$0.00	\$0.00	\$2.00



**Detailed Report**

Insurance Credits	Rendering Provider	Entered by Staff	Location	Deposit Che...	Deposit Method	Deposit Sourc...	Deposit Insuran...	Note	Payment Transacti...	Transaction ID #
\$0.00	2035 REED FOWLER	2162 Mike Grabski	ABC Peds LLC	null	Cash	null	null	null	null	164091
\$0.00	2035 REED FOWLER	2189 Corinne Chestnut	ABC Peds LLC	null	Credit card (present)	TOWARDS OUTSTAND...	null	null	null	164124
\$0.00	0	2189 Corinne Chestnut	ABC Peds LLC	null	Credit card (present)	COPAY 3/17	null	null	null	164125
\$520.00	305 Demosthenes D...	2035 REED FOWLER	ABC Peds LLC	123456789	Check	OVERPAYMENT	HU HUMANA	Apply overpayment to ...	0	164114
\$100.75	2035 REED FOWLER	107 Demo Doctor, MD	Main Office	1234	Check	TEST	ACE ACEC	test note	null	164094
\$0.00	2035 REED FOWLER	2189 Corinne Chestnut	ABC Peds LLC	null	Cash	null	null	\$25 copay & \$55 old b...	null	164128
\$0.00	0	100 Web Portal User	Main Office	null	Credit card (present)	Balance via Patient Po...	null	null	null	164141
\$0.00	0	100 Web Portal User	Main Office	null	Credit card (present)	Balance via External	null	null	null	164137
\$30.00	0	2035 REED FOWLER	ABC Peds LLC	null	Patient/Payer credit	OVERPAYMENT	null	Apply overpayment to ...	0	164126
\$0.00	0	2035 REED FOWLER	ABC Peds LLC	null	Family transfer	GREG (35.00)	null	null	null	164140
\$0.00	0	2035 REED FOWLER	ABC Peds LLC	123	Check	null	null	null	null	164138
\$0.00	0	107 Demo Doctor, MD	ABC Peds LLC	null	Cash	null	null	null	null	164133
\$0.00	2035 REED FOWLER	107 Demo Doctor, MD	Main Office	1234	Check	CoPay Rec'd at sign in	null	null	null	164134
\$0.00	0	2035 REED FOWLER	Main Office	null	Refund Transfer	null	null	null	0	164139

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	Date of Service (DOS)	The Date of Service (DOS) column lists the date of service for the indicated transaction.
d	Posted Date	The Posted Date column displays the date the indicated transactions were posted.
e	Patient	The Patient column displays the patient's first and last name and the patient identifier for the indicated transaction.
f	Patient Credit Collected	The Patient Credit Collected column displays the credit that was collected toward the patient account.
g	Insurance Credit Collected	The Insurance Credit Collected column displays the credit that was collected toward the patient's insurance payer account.
h	Patient Credit Deducted	The Patient Credit Deducted column displays the credit that was debited against the patient account.
i	Insurance Credit Deducted	The Insurance Credit Deducted column displays the credit that was debited against the patient's insurance payer account.
j	Patient Credits	This column displays the amount of credit, if any, on the patient account.

k	Insurance Credits	This column displays the amount of credit, if any, for the insurance relating to this patient.
l	Rendering Provider	The Provider who performed the service.
m	Entered by Staff	The name of the staff member who entered this transaction.
n	Location	The Location where the indicated service was performed.
o	Deposit Check #	The Check # column displays the check number for the indicated deposit.
p	Deposit Method	The Deposit Method column displays the type of pay method (eg Cash, Check, Credit Card).
q	Deposit Source	The Deposit Source column displays the way the deposit was collected (eg Copay, Portal, Deductible).
r	Deposit Insurance	The Deposit Insurance column displays the Insurance associated with the Insurance Credits/Deductions for the indicated transaction.
s	Note	The Note Column provides any notes that were included for the selected transaction.
t	Payment Transaction #	The transaction # for the payment.
u	Transaction ID #	The official Transaction ID in OP.