

# Day-End Reports

<b>Transactions</b>	<b>Patients</b>	<b>Insurance</b>	<b>Settings</b>	<b>Scheduler</b>	<b>To-Do List</b>
Family Ledger					Daysheet Deposit Slip Year-to-Date Post-Op
Direct Deposit/Bulk Insurance Payments					
Day-End Reports					
Production Reports					
Diagnosed Work					
Receivables Control					
Month-End Billing					
Utilities					
Quit					

Figure 1

## Daysheet

Each day, go to Day-End Reports and print a Daysheet. Selecting a Date Range of today will give you an accounts receivable total, if you include other than today it will not. Selecting a Practitioner will give you a separate report for each practitioner, leaving it blank will give you totals and detail for all practitioners.

Date: 5/31/2012		DAYSHEET				Page: 2		
FOR 4/30/2012 TO 5/31/2012								
BY Your Name Here								
Date	Pr	Patient	Description	Th	Surf	Amount	I I Stat	
5/22/12	1	Allen, Janet	Ins For: 5/22/2012			-60.00	B	
5/29/12	1	Allen, Janet	Ins for: 4/20/2012			-50.00	B	
5/29/12	1	Alexander, Catherine*Kati	Ins For: 2/28/2011			-50.00	H	
5/29/12	1	Allen, Janet	Ins For: 4/23/2012			-100.00	B	
5/29/12	1	Allen, Janet	Three Root	12		833.00	U P B	
5/29/12	1	Allen, Janet	Ins for: 4/12/2012			-10.00	B	
5/30/12	1	Axlund, Eric	Surgical Impaction	16		238.00	U	
5/30/12	1	Axlund, Eric	Oral Surgery	15		990.00	U	
Checks			75.00	Gross Production		5,171.00		
Cash			75.00	Today's Adjustments		-30.00		
Credit Cards			25.00	Today's Production		5,141.00		
Direct Deposit			700.60					
Insurance			775.00					
Other Payments			0.00					
Sub Total			1,650.60					
- Direct Deposit			700.60					
Deposit Total			950.00	Adjustments for Prior Day		-293.00		
AR Reconcile from receipt adj.			0.00					
Doctors/Hygienists			Production	Receipts	Chg Adjust	Rec Adjust	Net Prod	Net Rec
Office			5,171.00	950.00	-323.00	0.00	5,141.00	950.00
MARK DENTIST DDS			4,978.00	890.00	-30.00	0.00	4,948.00	890.00
STEVE DENTIST DDS			0.00	0.00	0.00	0.00	0.00	0.00

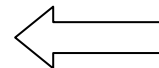


Figure 2

The Daysheet lists all charge, payments, and adjustments and their effect on the accounts receivable total. Daily Gross Production less any Adjustments made today on the right side of the report. Daily income is on the left. Items such as Direct Deposit and sometimes Credit Cards are not included in the total for deposit. Adjustments made today for a previous day are listed on the right to reflect their effect on the accounts total for today. Examine the audit trail for explanations of previous day adjustments; today's adjustments are listed on this report.

## Day Sheet (Continued)

**Note:** Adjustments or any entry affecting a previous day are written to the Audit Trail found in Transactions>Utilities>Audit Trail

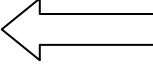
**Return of receipts to the payment entity** is listed to indicate an adjustment to the patient balance and the accounts receivable total (last entry on the bottom left). There should be an off-setting entry in your accounts payable (check book) to achieve balance. This is no such thing as a negative deposit.

At the bottom of the report is a breakdown of production and receipts by practitioner practice total.

## Deposit Slip

Most banks will accept this deposit slip if it is stapled to the office blank deposit slip.

CHECKS		
AETNA LIFE INS CO DENTAL - Esquivel, Virginia	39.00	
AETNA LIFE INS CO DENTAL - Esquivel, Virginia	37.00	
AETNA LIFE INS CO DENTAL - Alexander, Cather:	70.00	
Alexander, Catherine"Kati - Check:1234.....	25.00	
Aiello, Kathy - Check Payment.....	50.00	
AETNA LIFE INS CO DENTAL - Alexander, Cather:	60.00	
CIGNA - Allen, Gregory.....	10.00	
CIGNA - Allen, Gregory.....	149.00	
CIGNA - Allen, Gregory.....	125.00	
CIGNA - Allen, Janet.....	50.00	
CIGNA - Allen, Janet.....	25.00	
CIGNA - Allen, Janet.....	50.00	
AETNA LIFE INS CO DENTAL - Alexander, Cather:	50.00	
CIGNA - Allen, Janet.....	100.00	
CIGNA - Allen, Janet.....	10.00	
TOTAL CHECKS		850.00
CREDIT CARDS		
Aiello, Kathy.....	25.00	
TOTAL CREDIT CARDS		25.00
CASH		
Alpiser, James.....	75.00	
TOTAL CASH		75.00
OTHER		
TOTAL OTHER		0.00
TOTAL DEPOSIT		950.00



**Figure 3**

In Settings>Report Settings you have the option to include credit card receipts or now. Direct Deposits are shown as insurance payments if Post Payments was selected in Direct Deposit. They are deducted from the total deposit if you selected Post with Daysheet.

## Year-to-Date

The Year-to-Date report gives the Net Production and Receipts by year. It can be by individual Practitioner or for the entire office.



Figure 4

Select the current year to get a report showing Net Production and Net Receipts for the current year to the date of the report. Averages are also noted.

### Year-to-Date for 2012

	Today	Month-to-Date	Year-to-Date
Gross Production:	0.00	2,762.00	15,862.40
Same Day +/- Adjustments:	0.00	-30.00	-9,559.80
Net Production:	0.00	2,732.00	6,102.60
Prior Day Production Adjs :	0.00		
Total Receipts:	15.00	1,394.60	6,334.20
Previous Receipts Returned:	0.00		
Days:	1	14	39
Ave/Production:	0.00	195.14	156.48
Ave/Receipts:	15.00	99.61	339.40

*Same Day Adjustments are adjustments using production codes with the designator A in Fee Schedules.*

*Prior Day Production adjustments include any activity found in the Audit Trail (deletions and changes).*

*Previous Receipts Returned are payment refunds using the designators D and R. They include refund of overpayment, returned checks and anything requiring funds returned from the checkbook.*

Current Accounts Receivable:	136,091.01
Portion of AR total still Outstanding to Insurance	591,837.82

Figure 4

Selecting a previous year produces a report such as this.

Year-to-Date for previous year 2011			
	Net Production	Net Receipts	Average Daily Production
January	4,351.00	50.00	870.20
February	7,365.00	800.00	669.55
March	8,098.00	0.00	809.80
April	545.00	72.00	181.67
May	904.00	20.00	301.33
June	200.00	915.00	40.00
July	70.00	0.00	70.00
August	318.00	500.00	106.00
September	754.00	50.00	150.80
October	349.00	320.88	116.33
November	5,116.00	3,127.80	568.44
December	502.00	652.75	125.50
Totals	26,512.00	3,597.44	427.61

Portion still Outstanding to Insurance: 635.00

Figure 5

### Post-Op

The Post-Op report is a helpful way to follow up on patients seen during the day, particularly those who have had anesthetics or difficult procedures. Select the date range then the procedure range.

Figure 6

This type of report will be produced. Patients' phone number are included making it easy to make follow-up calls.

Patient Best Time To Call	Age	1st Phone 2nd Phone	Med N2O	Treatment
Allen, Gregory (4)	52	381-1876	Y N	2664
Allen, Janet (5)	50	913-381-1876 913-219-8908ce	N N	4341 UR
Aiello, Kathy (2)	58	913-897-4759 (913) 226-1057 cell	N N	2391 21, 2392 20
Albino, Felix (5503)	22	(913) 400-3296	N N	3330 13, 2740 13
Allen, Gregory (4)	52	381-1876	Y N	2140 15, 2150 12
Allen, Janet (5)	50	913-381-1876 913-219-8908ce	N N	3330 12
Axlund, Eric (5463)	44	(785) 218-4138	N N	7220 16, 7240 15

**Figure 7**

**Tracking Practitioner information** - The use of wild cards does not affect the single digit practitioner numbers. Practitioners are recognized as the right most character, wildcards are the left most character. Using this combination will allow you to display any combination from the practitioner menus provided they have been entered accordingly.

# Data Team DDS Seven

## Insurance Claims Tracking

Data Team tracks the insurance claims process from inception of the charge to payment disposition. Beginning in the Ledger individual procedures are marked as unfiled for payment by the insurance company “U”. When filled for payment, the “U” changes to “O” indicating it is outstanding for payment. Once payment is received the “O” is removed indicating disposition of the insurance obligation.

## Claims Status

Go to Insurance>Claims Status>Unsubmitted Claims Report or Outstanding Claims Report. This report lists all procedures in the system not having been filed for payment “U”. It shows you the date of service, the patient name, the procedures and amount of charge, a complete list of claims needing to be filed for payment.

## Unsubmitted Claims Report

Date: 5/17/12		UNSUBMITTED INSURANCE CLAIMS				Page: 1	
Date	PR	Patient	Description	Ttl	Surf	Ins Est	Amount
5/1/2012	01	Alan Gregory	Amal 2 surf Perm	12	MOCL	0.00	149.00
4/16/2012	01	Anderson, Mark	Periapical x-ray	11		0.00	29.00 P
12/09/2011	01	Alipaw, Dalton	Periodic Exam			0.00	39.00 S
1/19/2011	09	Alexander, Catherine/Kati	Prophylaxis - Adult			0.00	60.00 S
12/09/2009	05	Rodriguez, Matt	Intraoral-Periapical			0.00	3.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Intraoral-Periapical			6.00	6.00
2/6/2010	01	Lima, Nadia	Bitewings-Four Films			35.00	35.00
2/6/2010	01	Lima, Nadia	Initial Comp. Exam			100.00	100.00
2/6/2010	01	Lima, Nadia	Prophylaxis-Children			0.00	50.00
2/6/2010	01	Lima, Nadia	Topical Appl Fluor E			45.00	45.00
2/6/2010	01	Lima, Nadia	Amalgam-One Surface	11	B	45.00	100.00
2/6/2010	01	Lima, Nadia	Amalgam-One Surface	31	B	90.00	100.00
1/6/2010	01	Lima, Dagaberto	RiverONE Surface-P	3C	O	80.00	150.00
1/6/2010	01	Lima, Dagaberto	Root Planing-Per Qus	1R		156.00	195.00
1/6/2010	01	Lima, Dagaberto	Root Planing-Per Qus	1R		156.00	195.00
1/6/2010	01	Lima, Dagaberto	Root Planing-Per Qus	1L		156.00	195.00
1/6/2010	01	Lima, Dagaberto	Root Planing-Per Qus	1L		156.00	195.00
3/6/2012	02	Awili, Christina	Three Root	11		0.00	842.00
2/13/2012	09	Wilson, Bergiana	Prophylaxis (Adult)			77.00	77.00
8/4/2009	01	Maldonado, Jesse	Extraction, ToothPa	1		0.00	950.00
8/4/2009	01	Maldonado, Jesse	Extraction, ToothPa	16		720.00	950.00
8/4/2009	01	Maldonado, Jesse	Extraction, ToothPa	17		760.00	950.00
8/4/2009	01	Maldonado, Jesse	Extraction, ToothPa	31		530.00	950.00
2/13/2012	09	Williams, Tara	Prophylaxis (Adult)			0.00	77.00
12/23/2011	01	Arnone, Terry	Periodic Exam			39.00	39.00

Figure 1 Claims must be filed timely for payment!

## Outstanding Claims Reports

**Outstanding Claims**

Enter the code of the company for which you would like to review outstanding claims. If you would like to review ALL the outstanding claims, do not enter a code.

Exclude if filed since: 4/22/2012

Include detailed claim info:  Yes  No

Sort Report By:  Date Filed  Name

Apply Cancel

Page: 5/16/12 OUTSTANDING INSURANCE CLAIMS Page: 1  
Your Name Here  
FOR ALL CARRIERS  
Claims outstanding over 30 days.

Date	PR	Patient	Description	TH Surf	Insur	Amount	Filed
10/29/2008	01	Mendez, Jose Luis	Amalgam-Three Surface	4 MCD	80.00	150.00	10/29/2008
10/29/2008	01	Mendez, Jose Luis	Amalgam-Two Surfaces	5 DO	96.00	120.00	10/29/2008
10/29/2008	01	Mendez, Jose Luis	Amalgam-One Surface-	31 O	80.00	100.00	10/29/2008
3/02/2009	01	Espinosa, Dannel k	Prophylaxis-Children		0.00	50.00	3/02/2009
3/02/2009	01	Espinosa, Dannel k	Topical Appl Fluor E		45.00	45.00	3/02/2009
3/10/2009	01	Corletto, Anthea	X-Ray Intraoral-Comp		0.00	100.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Initial Comp. Exam		100.00	100.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Prophylaxis - Adult		0.00	80.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Topical Appl Fluor E		45.00	45.00	3/10/2009
3/05/2009	01	Diaz, Janeth	Initial Comp. Exam		100.00	100.00	3/16/2009
3/05/2009	01	Diaz, Janeth	X-Ray Intraoral-Comp		100.00	100.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	1 OL	28.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	2 OL	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	3 OL	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-One Surface-	4 O	56.00	70.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	30 OB	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	32 OB	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Root Planing-Per Oua	UR	156.00	195.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Root Planing-Per Oua	LR	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Root Planing-Per Oua	UL	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Root Planing-Per Oua	LL	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	14 OL	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-One Surface-	15 O	56.00	70.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	16 OL	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	17 OB	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	18 OB	68.00	85.00	3/16/2009
3/13/2009	01	Montano, Brianna	Intraoral-Periapical		0.00	6.00	3/16/2009
3/13/2009	01	Montano, Brianna	Intraoral-Periapical		0.00	6.00	3/16/2009

Page: 5/16/12 OUTSTANDING INSURANCE CLAIMS Page: 1  
Your Name Here  
FOR ALL CARRIERS  
Claims outstanding over 30 days.

Date	PR	Patient	Description	TH Surf	Insur	Amount	Filed
10/29/2008	01	Mendez, Jose Luis	Amalgam-Three Surface	4 MCD	80.00	150.00	10/29/2008
10/29/2008	01	Mendez, Jose Luis	Amalgam-Two Surfaces	5 DO	96.00	120.00	10/29/2008
10/29/2008	01	Mendez, Jose Luis	Amalgam-One Surface-	31 O	80.00	100.00	10/29/2008
3/02/2009	01	Espinosa, Dannel k	Prophylaxis-Children		0.00	50.00	3/02/2009
3/02/2009	01	Espinosa, Dannel k	Topical Appl Fluor E		45.00	45.00	3/02/2009
3/10/2009	01	Corletto, Anthea	X-Ray Intraoral-Comp		0.00	100.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Initial Comp. Exam		100.00	100.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Prophylaxis - Adult		0.00	80.00	3/10/2009
3/10/2009	01	Corletto, Anthea	Topical Appl Fluor E		45.00	45.00	3/10/2009
3/05/2009	01	Diaz, Janeth	Initial Comp. Exam		100.00	100.00	3/16/2009
3/05/2009	01	Diaz, Janeth	X-Ray Intraoral-Comp		100.00	100.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	1 OL	28.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	2 OL	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	3 OL	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-One Surface-	4 O	56.00	70.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	30 OB	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	32 OB	68.00	85.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Root Planing-Per Oua	UR	156.00	195.00	3/16/2009
3/05/2009	01	Diaz, Janeth	Root Planing-Per Oua	LR	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Root Planing-Per Oua	UL	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Root Planing-Per Oua	LL	156.00	195.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	14 OL	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-One Surface-	15 O	56.00	70.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	16 OL	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	17 OB	68.00	85.00	3/16/2009
3/13/2009	01	Diaz, Janeth	Amalgam-Two Surfaces	18 OB	68.00	85.00	3/16/2009
3/13/2009	01	Montano, Brianna	Intraoral-Periapical		0.00	6.00	3/16/2009
3/13/2009	01	Montano, Brianna	Intraoral-Periapical		0.00	6.00	3/16/2009

Figures 2 and 3

Outstanding claims for all insurance companies is the default. Entering an insurance company code results in the information for that company only. The "Exclude by" date defaults to one month prior to today's date, since the claims are not delinquent if paid within 30 days. Pick the number of days you

wish. "Detailed Reports" is an alternate format available with additional information. They give all information necessary when contacting the insurance company. "Date Filed" sort shows the most delinquent easily while the "Name Sort" shows family members together.

### Mark Insurance Disposed

Insurance claims tracking from the Ledger ends when you apply insurance payment and identify the procedures being paid using the insurance payment code (15). Insurance denied is handled the same way using Code (16)

The screenshot displays a 'Family Ledger' window for 'Adkins, Kamryn'. The main table lists procedures with columns: Date, Pr, Descriptor, Th, Surf, Pri Est, Sec Est, Amount, and Track. Two rows are highlighted in blue: 2/25/12 (1) Preop. 3rd Exam (Pri Est: 2.00, Sec Est: 3.00, Amount: 51.00) and 2/25/12 (1) Preop/txas (Pri Est: 0.00, Sec Est: 0.00, Amount: 77.00). Below the table are buttons for 'Dispose', 'Dispose All', and 'Close'. A summary table on the right shows a running total of 'Amount' (77.00, 105.00, 233.00, 284.00, 361.00, 421.00, 472.00, 549.00) and 'Balance' (128.00, 233.00, 233.00, 284.00, 361.00, 421.00, 472.00, 549.00) with status letters (U, O, P). At the bottom, a row shows '5/24/12' (1) Adkins, Kamryn (15) Ins for 2/25/12 (Amount: 128.00) with an 'Add It' button.

Figure 4

The procedures pending disposal screen is activated when either Code 15 (Insurance Payment) or Code 16 (Insurance Denied) are used from the Ledger. Highlighted individual records are disposed by clicking "Dispose" or "Dispose All".



## Bulk Deposit/ Direct Deposit Disposal

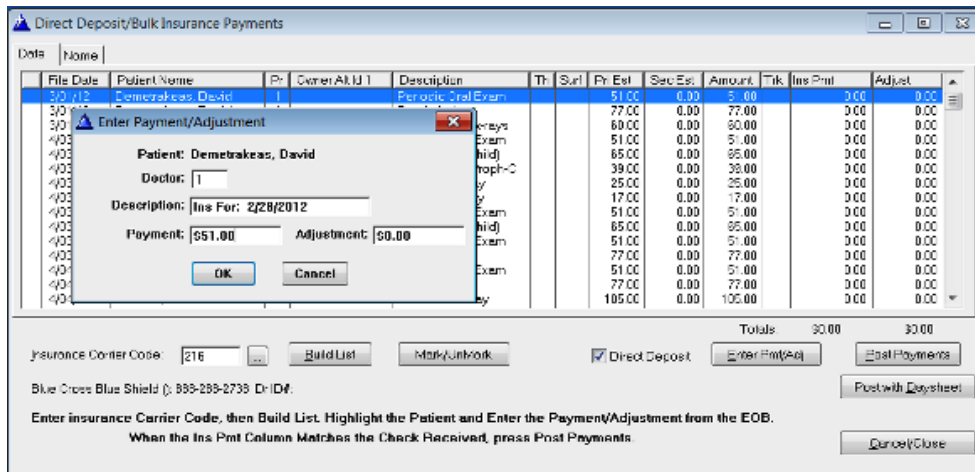


Figure 5

Bulk Deposit is used when you receive one check for a number of patients. Click insurance carrier browse to select the company from which the check is received. A list of patients outstanding for payment is presented. Click on each procedure altering the amount presented if necessary. Once the total equals the amount of the check, click Post Payments. The payments will be entered on each Ledger and the procedures are disposed. Direct Deposit works the same way but no check will be mailed to you. Put the check mark in Direct Deposit.