

Understanding The Provider A/R Totals Report

Article # 34641

Subject

The Provider A/R Totals Report displays production and collection totals by provider.

This report is often preferred because it can utilize adjusted production and adjusted collection methods of accounting.

Solution

Generate the Report

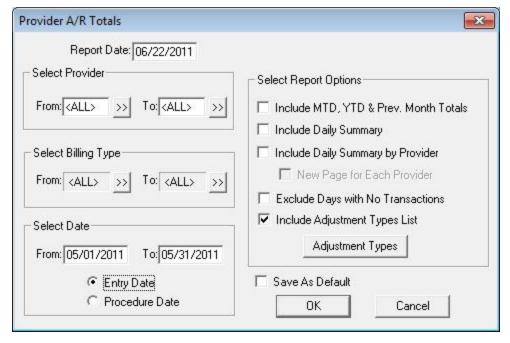
Reading / Interpreting the Report

Generating the Provider A/R Totals Report

This report includes many of the same transaction totals that are normally printed at the bottom of a day sheet, organized by pr range. Additionally, this report allows you to assign adjustment types to either a production or collections category. To generate following steps:

1. Choose Reports | Management | Provider A/R Totals

From the Office Manager menu, choose Reports, Management, then Provider A/R Totals item. The Provider A/R Totals dialog I



In this example, the report will be run on the real date of 22 June 2011 for a date range of the previous month (01 May 2011 -

2. Enter Report Date

From the Provider A/R Totals dialog box, enter or accept the report date.

Note: The Report Date is a reference date only, allowing the reader to know when the report was originally generated. Changir how the information is calculated on the report.

3. Select Provider Range

Select the range of providers to print, or to print all providers. To print only a range of providers:

• Choose the 'From' search button to select the starting provider for the range

• Choose the 'To' search button to select the ending provider for the range.

4. Select Billing Type Range

Select the range of billing types to print, or to print all billing types. To print only a range of billing types:

- Choose the 'From' search button to select the starting billing type for the range.
- Choose the 'To' search button to select the ending billing type for the range.

5. Enter Date Range

Edit or accept the range of dates to print. Choose either to print by Entry Date or by Procedure Date. Entry date reflects the syrwas posted. Procedure date is the date that was manually changed for the procedure (in most cases, these dates are the same for further explanation.

• Note: When Procedure Date is selected, the option to Include MTD, YTD & Prev. Month Totals is no longer available and gra

6. Select Report Options

If the Include MTD/YTD Totals option is checked, month-to-date, year-to-date, and previous month totals will be included for ea

- Note: When Procedure Date is selected, the option to *Include MTD, YTD & Prev. Month Totals* is unavailable and grayed ou If *Include Daily Summary* is checked, additional page(s) will be added displaying a total for each day within the selected range
 - Note: If you are running the report for a range of only one day, this option is probably not necessary.
 - The option Exclude Days with No Transactions may be used in conjunction with this option.

If Include Daily Summary by Provider is checked, additional page(s) will be added displaying a total for each day and for each range.

- Note: If you are running the report for a range of only one day, this option is probably not necessary.
- The option Exclude Days with No Transactions may be used in conjunction with this option.

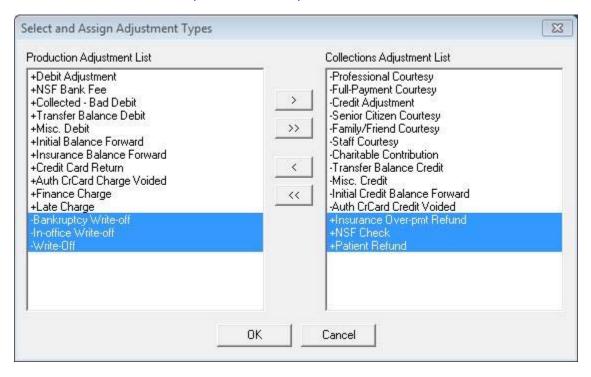
If Exclude Days with No **Transactions** is checked, in conjunction *Include Daily Summary* or *Include Daily Summary by Provic* **transactions** posted on that date will be included in those additional page(s) of report.

If the *Include Adjustment Types List* is checked, a legend will be added to the bottom of the first page that lists each adjustmen applied to production or collections. Click the Adjustment Types button to select the types you wish to include.

7. Select Adjustment Types (Optional)

Click the Adjustment Types button to view a list of adjustment types. All adjustment types listed in the Production Adjustment Li Provider's Production total. All adjustment types listed in the Collections Adjustment List will be applied to the Provider's Collections adjustments are applied toward production and credit adjustments are applied to collections. To move an adjustment type to a land click the right or left arrow.

• Note: Changes made to the Select and Assign Adjustment Types setup screen apply to all computers on the network, and all the Practice Advisor Report and DXPort Setup.



8. Click OK

Click the OK button to send the report to the Batch Processor.

Reading the Provider A/R Totals Report

A sample report $\underline{\text{with}}$ the $\underline{\text{Include MTD/YTD Totals}}$ option selected.

A2Z Dental 05/01/2011 - 05/31/2011

Date:

06/22/2011

| | BEGINNING | < | PROI | DUCTION- | > | < | COLLEC | TIONS | > | ENDING |
|-------------|--|----------|---------|----------|----------|---------|--------|-------|----------|----------|
| ROVIDER | BALANCE | CHARGES | +ADJ | -ADJ | TOTAL | | +ADJ | -ADJ | | BALANCI |
| DOC1 | 4014.84 | | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4105.07 |
| MTD | : | 0.00 | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | | 2031.76 | 470.50 | 94.27 | 2407.99 | 4201.56 | 6.80 | 0.00 | 4194.76 | |
| PREV. MONTH | | 515.50 | 91.86 | 94.27 | 513.09 | 1411.13 | 0.00 | 0.00 | 1411.13 | |
| DOC2 | 601.17 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 601.17 |
| MTD | : | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | | 241.52 | 0.00 | 0.00 | 241.52 | 0.00 | 0.00 | 0.00 | 0.00 | |
| PREV. MONTH | : | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| DOC4 | 211.80 | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | 216.37 |
| MTD | : | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | : | 273.90 | 22.14 | 3.22 | 292.82 | 183.68 | 0.00 | 0.00 | 183.68 | |
| PREV. MONTH | • | 186.10 | 4.49 | 3.22 | 187.37 | 95.88 | 0.00 | 0.00 | 95.88 | |
| DOC5 | 7990.56 | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | 8479.50 |
| MTD | | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | • | 4436.00 | 18.01 | 17.80 | 4436.21 | | 0.00 | 0.00 | 1994.26 | |
| PREV. MONTH | : | 768.52 | 2.78 | 0.00 | 771.30 | 478.80 | 0.00 | 0.00 | 478.80 | |
| DOC6 | -9373.07 | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | -8912.01 |
| MTD | | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | |
| YTD | | 14095.51 | 431.12 | 4.22 | | | 100.30 | 0.00 | 18342.82 | |
| PREV. MONTH | : | 4712.87 | 112.66 | 0.00 | 4825.53 | 8470.75 | 100.30 | 0.00 | 8370.45 | |
| DOC7 | 734.70 | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | 894.70 |
| MTD | | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | | 492.80 | 0.00 | 0.00 | 492.80 | 531.20 | 0.00 | 0.00 | 531.20 | |
| PREV. MONTH | : | 0.00 | 0.00 | 0.00 | 0.00 | 305.78 | 0.00 | 0.00 | 305.78 | |
| DOC8 | 12049.57 | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | 12321.19 |
| MTD | : | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | • | 11861.49 | 209.70 | 0.00 | 12071.19 | 2719.66 | 0.00 | 0.00 | 2719.66 | |
| PREV. MONTH | | 9093.07 | 30.00 | 0.00 | 9123.07 | 1226.50 | 0.00 | 0.00 | 1226.50 | |
| HYG1 | 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| MTD | : | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | : | 168.36 | 0.00 | 0.00 | 168.36 | 362.10 | 0.00 | 0.00 | 362.10 | |
| PREV. MONTH | | 0.00 | 0.00 | 0.00 | 0.00 | 198.90 | 0.00 | 0.00 | 198.90 | |
| HYG2 | 118.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.66 |
| MTD | 1000000000000000000000000000000000000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| YTD | : | 116.20 | 0.00 | 0.00 | 116.20 | 83.00 | 0.00 | 0.00 | 83.00 | |
| PREV. MONTH | : | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL | : 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| TOTAL MTD | | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.6D | 0.00 | 0.00 | 1573.60 | 10220.00 |
| TOTAL YTD | | 33717.54 | 1151.47 | 119.51 | | | 107.10 | 0.00 | 28411.48 | |
| PREV. MONTH | | 15276.06 | 241.79 | 97.49 | | | 100.30 | 0.00 | 12087.44 | |
| TOTAL | 16744.22 | 2793.86 | 256.16 | 0.00 | 2050.02 | 1572 CD | 0.00 | 0.00 | 1572.60 | 19220 66 |
| TOTAL | : 16744.23 | 2793.00 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |

PRODUCTION ADJUSTMENTS COLLECTION ADJUSTMENTS +Insurance Over-pmt Refund -Professional Cour +Debit Adjustment -Bankruptcy Write-off +NSF Check -Full-Payment Cou -In-office Write-off +NSF Bank Fee -Credit Adjustment +Patient Refund +Collected - Bad Debit -Write-Off -Senior Citizen Cou +Transfer Balance Debit -Family/Friend Cou +Misc. Debit -Staff Courtesy +Initial Balance Forward -Charitable Contrib +Insurance Balance Forward -Transfer Balance (+Credit Card Return -Misc. Credit +Auth CrCard Charge Voided -Initial Credit Balar +Finance Charge -Auth CrCard Cred +Late Charge

The same sample report without the Include MTD/YTD Totals option selected.

PROVIDER A/R TOTALS

A2Z Dental 05/01/2011 - 05/31/2011

Date: 06/22/2011

| | BEGINNING | < | PROD | UCTION | > | < | -COLLEC | TIONS | > | ENDING |
|----------|-----------|---------|--------|--------|---------|----------|---------|-------|---------|----------|
| PROVIDER | BALANCE | CHARGES | +ADJ | -ADJ | TOTAL | PAYMENTS | +ADJ | -ADJ | TOTAL | BALANCE |
| DOC1 | 4014.84 | 0.00 | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4105.07 |
| DOC2 | 601.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 601.17 |
| DOC4 | 211.80 | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | 216.37 |
| DOC5 | 7990.56 | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | 8479.50 |
| DOC6 | -9373.07 | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | -8912.01 |
| DOC7 | 734.70 | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | 894.70 |
| DOC8 | 12049.57 | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | 12321.19 |
| HYG1 | 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| HYG2 | 118.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.66 |
| TOTAL: | 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| TOTAL: | 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |

| PRODUCTION | ON ADJUSTMENTS | COLLECTION | COLLECTION ADJUSTMENTS | | | | |
|---|----------------|---|--|--|--|--|--|
| +Debit Adjustment +NSF Bank Fee +Collected - Bad Debit +Transfer Balance Debit +Misc. Debit +Initial Balance Forward +Insurance Balance Forward +Credit Card Return +Auth CrCard Charge Voided +Finance Charge +Late Charge | | +Insurance Over-pmt Refund +NSF Check +Patient Refund | -Professional Cour -Full-Payment Cour- -Credit Adjustment -Senior Citizen Cour- -Family/Friend Cour- -Staff Courtesy -Charitable Contribusion- -Transfer Balance -Misc. Credit -Initial Credit Balar -Auth CrCard Cred | | | | |

Report Header

- Line 1: "Provider A/R Totals" is the name of the report and cannot be changed.
- Line 2: The name of the practice (in this example, A2Z Dental). This can be changed in Practice Resource Setup.
- Line 3: The selected date range of the report (in this example, the month of May 2011). This can be set in the *Select Date Fror* Line 4: Date is the *Report Date* as specified in the options for this report. The date is a reference date only, allowing the reader originally generated. Changing this date will not change how the information is calculated on the report.

PROVIDER A/R TOTALS

A2Z Dental 05/01/2011 - 05/31/2011

Date: 06/22/2011

Beginning Balance: The beginning balance is the provider balance prior to the beginning date of the report date range.

- Note: If the Month End Update has not been ran, the Beginning Balance will display an incorrect number (often 0.00).
- Note: When Procedure Date is selected as the report option, this Beginning Balance still uses the Entry Date while all other n according to Procedure Date. This is a known issue. The advised workaround is to either run the report by Entry DateBeginn Balance and Ending Balances on this report when running by Procedure Date.

A2Z Dental

05/01/2011) - 05/31/2011

| Date: | 06/22/2011 |
|-------|------------|
| Date. | |

| | BEGINNING | <> | | | | < | ENDING | | | |
|----------|-----------|---------|--------|------|---------|----------|--------|------|---------|----------|
| PROVIDER | BALANCE | CHARGES | +ADJ | -ADJ | TOTAL | PAYMENTS | +ADJ | -ADJ | TOTAL | BALANCE |
| DOC1 | 4014.84 | 0.00 | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4105.07 |
| DOC2 | 601.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 601.17 |
| DOC4 | 211.80 | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | 216.37 |
| DOC5 | 7990.56 | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | 8479.50 |
| DOC6 | -9373.07 | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | -8912.01 |
| DOC7 | 734.70 | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | 894.70 |
| DOC8 | 12049.57 | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | 12321.19 |
| HYG1 | 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| HYG2 | 118.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.66 |
| TOTAL | 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| TOTAL | 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |

| PRODUCTI | ON ADJUSTMENTS | COLLECTIO | N ADJUSTMENTS |
|---|----------------|---|--|
| +Debit Adjustment +NSF Bank Fee +Collected - Bad Debit +Transfer Balance Debit +Misc. Debit +Initial Balance Forward +Insurance Balance Forward +Credit Card Return +Auth CrCard Charge Voided +Finance Charge +Late Charge | | +Insurance Over-pmt Refund +NSF Check +Patient Refund | -Professional Cour -Full-Payment Cour- -Credit Adjustment -Senior Citizen Cour- -Family/Friend Cour- -Staff Courtesy -Charitable Contribusion - Charitable Contribusion - Misc. Credit -Initial Credit Balary- -Auth CrCard Cred |

<----> PRODUCTION ---->

Charges: Completed procedures posted to the Ledger (whether by Appointment Book, Chart, or directly within the Ledger)

- In order to be included, a completed procedure must credited as performed by a selected provider within this report.
- In order to be included, a completed procedure must credited to a patient with a selected billing type within this report.
- +Adj: (Plus Adjustments or Positive Adjustments) Adjustments that should count as an increase to the Production total.
 - Adjustment types included can be customized in the Adjustment Types setup dialog box for the report.
 - If you are displaying the Adjustment Types List (Legend) as part of the report options, the adjustment types that are being talli the bottom of the page as Production Adjustments with a + symbol at the front of the adjustment name.
 - This column always includes Finance and Late Charges.
- -Adj: (Minus Adjustments or Negative Adjustments) Collection Adjustments that should count as a decrease the Production total
 - Adjustment types included can be customized in the Adjustment Types setup dialog box for the report.
 - If you are displaying the Adjustment Types List (Legend) as part of the report options, the adjustment types that are being talli the bottom of the page as Production Adjustments with a symbol at the front of the adjustment name.

Total: A total of the [Charges Column] + [+Adj Column] + [-Adj Column]

• Because the [-Adj Column] consists of adjustments that reduced patient balances, these numbers should be treated as negati subtracted in the above math formula.

A2Z Dental

05/01/2011 - 05/31/2011

| 06/22/2011 | 7 | | | 03/01/20 | 11 - 03/31/ | 2011 | | | |
|---------------|--|--|---|--|---|--|--|---|--|
| BEGINNING | < | PROD | UCTION- | CTION> | < | COLLECTIONS | | > | ENDING |
| BALANCE | CHARGES | +ADJ | -ADJ | TOTAL | PAYMENTS | +ADJ | -ADJ | TOTAL | BALANCE |
| 4014.84 | 0.00 | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4105.07 |
| 601.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 601.17 |
| 211.80 | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | 216.37 |
| 7990.56 | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | 8479.50 |
| -9373.07 | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | -8912.01 |
| 734.70 | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | 894.70 |
| 12049.57 | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | 12321.19 |
| 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| 118.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.66 |
| TAL: 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| TAL: 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| ۱ | BEGINNING BALANCE 4014.84 601.17 211.80 7990.56 -9373.07 734.70 12049.57 396.00 118.66 | BEGINNING BALANCE CHARGES 4014.84 0.00 601.17 0.00 7990.56 486.12 9373.07 160.00 12049.57 166.67 396.00 0.00 118.66 0.00 TAL: 16744.23 2793.86 | BEGINNING CHARGES +ADJ 4014.84 0.00 90.23 601.17 0.00 0.00 211.80 0.00 4.57 7990.56 486.12 2.82 -9373.07 1981.07 53.59 734.70 160.00 0.00 12049.57 166.67 104.95 396.00 0.00 0.00 118.66 0.00 0.00 TAL: 16744.23 2793.86 256.16 | BEGINNING CHARGES +ADJ -ADJ 4014.84 0.00 90.23 0.00 601.17 0.00 0.00 0.00 0.00 7990.56 486.12 2.82 0.00 9373.07 1981.07 53.59 0.00 734.70 160.00 0.00 0.00 0.00 12049.57 166.67 104.95 0.00 396.00 0.00 0.00 0.00 0.00 118.66 0.00 0.00 0.00 0.00 118.66 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | BEGINNING SCHARGES +ADJ -ADJ TOTAL 4014.84 0.00 90.23 0.00 90.23 601.17 0.00 0.00 0.00 0.00 211.80 0.00 4.57 0.00 4.57 7990.56 486.12 2.82 0.00 488.94 -9373.07 1981.07 53.59 0.00 2034.66 734.70 160.00 0.00 0.00 12049.57 166.67 104.95 0.00 271.62 396.00 0.00 0.00 0.00 0.00 118.66 0.00 0.00 0.00 0.00 0.00 118.66 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | BEGINNING CHARGES +ADJ -ADJ TOTAL PAYMENTS 4014.84 0.00 90.23 0.00 90.23 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | BEGINNING CHARGES +ADJ -ADJ TOTAL PAYMENTS +ADJ 4014.84 | BEGINNING CHARGES +ADJ -ADJ TOTAL PAYMENTS +ADJ -ADJ 4014.84 0.00 90.23 0.00 90.23 0.00 0.00 0.00 0.00 601.17 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | BEGINNING CHARGES +ADJ -ADJ TOTAL PAYMENTS +ADJ -ADJ TOTAL 4014.84 0.00 90.23 0.00 90.23 0.00 0.00 0.00 0.00 0.00 601.17 0.00 0.00 0.00 0.00 0.00 0.00 0.00 |

| PRODUCTIO | N ADJUSTMENTS | COLLECTION | ADJUSTMENTS |
|---|---|---|---|
| +Debit Adjustment +NSF Bank Fee +Collected - Bad Debit +Transfer Balance Debit +Misc. Debit +Initial Balance Forward +Insurance Balance Forward +Credit Card Return +Auth CrCard Charge Voided +Finance Charge +Late Charge | -Bankruptcy Write-off -In-office Write-off -Write-Off | +Insurance Over-pmt Refund +NSF Check +Patient Refund | -Professional Cour- Full-Payment Cour- Credit Adjustment - Senior Citizen Cour- Family/Friend Cour- Staff Courtesy - Charitable Contril - Transfer Balance - Misc. Credit - Initial Credit Balar - Auth CrCard Credit |

<---->

Note: Collections are inherantly negative numbers, because they reduce a patient's balance. They are presented on the report when calculated later into the Ending Balance the Total Collection will again be treated as a negative number.

Payments: Total of all Payments posted to any qualifying Ledger.

- In order to be included, a payment must credited toward a selected provider within this report.
- In order to be included, a payment must credited to a patient with a selected billing type within this report.
- +Adj: (Plus Adjustments or Positive Adjustments) Adjustments that should count as a decrease to the Collection total.
 - Adjustment types included can be customized in the Adjustment Types setup dialog box for the report.
 - If you are displaying the Adjustment Types List (Legend) as part of the report options, the adjustment types that are being talli the bottom of the page as Collection Adjustments with a + symbol at the front of the adjustment name.
- -Adj: (Minus Adjustments or Negative Adjustments) Collection Adjustments that should count as an increase to the Collection to
 - Adjustment types included can be customized in the Adjustment Types setup dialog box for the report.
 - If you are displaying the Adjustment Types List (Legend) as part of the report options, the adjustment types that are being talli the bottom of the page as Collection Adjustments with a symbol at the front of the adjustment name.

Total: A total of the [Payments Column] + [+Adj Column] + [-Adj Column]

A2Z Dental

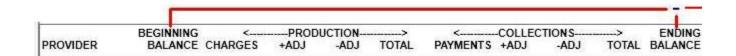
05/01/2011 - 05/31/2011

| | BEGINNING | < | PROD | UCTION | > | <collections< th=""><th></th><th>ENDING</th></collections<> | | | | ENDING |
|---|-------------|------------|---------|--------|---------|---|------|-----------|-----------|---|
| PROVIDER | | CHARGES | +ADJ | -ADJ | TOTAL | PAYMENTS | +ADJ | -ADJ | TOTAL | BALANCE |
| DOC1 | 4014.84 | 0.00 | 90.23 | 0.00 | 90.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4105.07 |
| DOC2 | 601.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 601.17 |
| DOC4 | 211.80 | 0.00 | 4.57 | 0.00 | 4.57 | 0.00 | 0.00 | 0.00 | 0.00 | 216.37 |
| DOC5 | 7990.56 | 486.12 | 2.82 | 0.00 | 488.94 | 0.00 | 0.00 | 0.00 | 0.00 | 8479.50 |
| DOC6 | -9373.07 | 1981.07 | 53.59 | 0.00 | 2034.66 | 1573.60 | 0.00 | 0.00 | 1573.60 | -8912.01 |
| DOC7 | 734.70 | 160.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 0.00 | 894.70 |
| DOC8 | 12049.57 | 166.67 | 104.95 | 0.00 | 271.62 | 0.00 | 0.00 | 0.00 | 0.00 | 12321.19 |
| HYG1 | 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| HYG2 | 118.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.66 |
| TOTA | L: 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| TOTA | L: 16744.23 | 2793.86 | 256.16 | 0.00 | 3050.02 | 1573.60 | 0.00 | 0.00 | 1573.60 | 18220.65 |
| | PRODUC | CTION ADJU | STMENTS | | | | / cc | OLI ECTIO | N ADJUSTI | MENTS |
| +Debit Adjustment +NSF Bank Fee +Collected - Bad Debit +Transfer Balance Debit +Misc. Debit +Initial Balance Forward +Insurance Balance Forward +Credit Card Return +Auth CrCard Charge Voided +Finance Charge +Late Charge | | | | | | +Insurance Over-pmt Refund +NSF Check +Patient Refund -Cred -Seni -Fam -Staff -Chai -Tran -Misc | | | | sional Cou ayment Co Adjustmer Citizen Co //Friend Co courtesy able Contri er Balance Credit Credit Bala |

Ending Balance = (Beginning Balance + Production Total – Collections Total)



Net Change: Net Change is the difference between the Beginning Balance and the Ending Balance. (Beginning Balance – E



Things to remember when comparing totals on the Provider A/R Totals Report with other reports:

- 1. Users must be current in closing out the month for all the numbers to be accurate.
- 2. Adjustments can be arbitrarily assigned to Production Adjustments or Collection Adjustments when running the these by positive (+) and (-) negative adjustments. Any Finance and Late Charges will be included in these nu Total columns can only be compared to the Practice Analysis or any other management report if all (+) Adjustment Production Adjustment List and all (-) Adjustments are assigned to the Collections Adjustment List. This is a withe results are different on different computers, check to see if the settings for the report are the same on each A patient refund can be changed as either a positive or negative adjustment. To do this: When choosing the of Manager | Reports | Management | Provider A/R Totals), if you click "Adjustment Types" and then move the "P the collection side, it will count as part of the Collection: +Adj column, and will then figure into the Collection: To the collection amount.
- 3. The Provider A/R Totals Report always calculates the beginning balance by Entry Date even if the report is rur result, when the report is run by Procedure Date, the balances and totals may not match. This may also cause month to not match the beginning balance of the next month.
- 4. If the office has DENTRIX 11.0, they will need to make sure they have installed the latest Component Update. some of the figures on the report the CU will resolve this issue.
- 5. It's best to limit the number of providers included on the report to 35.
 The Provider A/R Totals Report allows for including 39 providers on the report, but can only print totals correct providers are selected, the beginning and ending balances from one month to the next will be incorrect.
- 6. When comparing the provider totals on the Provider A/R Totals Report with the Aging Report, the Aging Report with a zero balance while the Provider A/R Totals Report does. Therefore, if in the split payment window there that zero each other out (Ex: DDS1 -50., HYG1 50.) the account would have a zero balance and not show on the Show on the Provider A/R Report.

Additional Search Keywords: Provider Accounts Slash Receivables Report Account/Receivables production by provider collect Collections Total divided by Production Total Percentage of Collections

For a more detailed explanation of adjusted production and adjusted collection, click here.

Keywords

If this article does not resolve your concern, please contact Customer Support for further assistance.

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