

Accounting Ledger Report

“Doctor Version”

This presentation focuses on the options that a Doctor can use to get a quick status on outstanding money for Insurance Carriers and Patients.

- The Account Ledger Report also known as the Aging Report should be run at least once a month.
- The Report will show you outstanding money and how old it is for the entire practice or for an individual provider.
- For an accurate report, you need to make sure all payments are posted.
 - On Insurance Carrier level
 - On the Claim level
 - On the Patient level

Options for Doctor Version

There are many specialized reports that can be run but tonight we are focusing on the three reports below:

1. Doctor Aging
2. Insurance Totals Only
3. Patient Balances

In addition to the running of the Aging report, there are several options that are available to provide a subset of specialized reports:

- A. Claims Never Sent
- B. Insurance Totals Only
 - 1) By Anticipated %
 - 2) By Category
- C. Aging Report – For Insurance and Patients
- D. Inquiries
- E. Collection
- F. Doctor Aging

Doctor Aging Report

The report will organize the information by aging totals for insurance per doctor and aging totals for patient balances.

1. Check off the box labelled Doctor Aging.
2. Click the box Run It Now.

Doctor Totals (Aged)

Doctor Totals Ledger Report Run On 11-14-2014

Report Run Date: 11-14-2014 By Accounting Date Page: 1

Our Doctor	Total	Current	30 Days	60 Days	90 Days	120+ Days
*** INSURANCE COMPANY AGING TOTALS PER DOCTOR ***						
ALEXANDER, DPM R	14233.71	2649.64	0.00	0.00	0.00	11584.07
BUTLER, DPM I	1850.15	0.00	0.00	0.00	0.00	1850.15
FOXTROT, DPM G	1065.48	54.23	0.00	0.00	0.00	1011.25
Insurance Balance Totals	17149.34	2703.87	0.00	0.00	0.00	14445.47
*** PATIENT AGING TOTALS PER DOCTOR ***						
ALEXANDER, DPM R	2427.09	45.00	0.00	0.00	0.00	2382.09
BUTLER, DPM I	455.00	0.00	0.00	0.00	0.00	455.00
FOXTROT, DPM G	109.75	0.00	0.00	0.00	0.00	109.75
Patient Balance Totals	2991.84	45.00	0.00	0.00	0.00	2946.84
Totals	20141.18	2748.87	0.00	0.00	0.00	17392.31

Print Report Prv Page Nxt Page Cancel

Insurance Totals Only

This report will list each carrier and the age of the money pending from the carrier.

1. Check the box labelled Insurance Totals Only

- The output of an Aging Report can be overwhelming. So it is recommended to start with the Insurance Totals Only Report.
- Get an overview listing each Insurance Carrier, how much money is outstanding and how old.
- This report will assist you in determining what carriers are having issues so you can have your staff focus their attention on the trouble carriers.

The screenshot shows the 'Accounts Receivable' report configuration window. The title bar reads 'Accounting Reports (V5.0.124)'. The menu bar includes 'File & Options', 'Graphical View', and 'Last Ran On 11-11-2014'. The main area is titled 'Accounts Receivable' and contains several sections:

- All Doctors Selected**: Click Here to change.
- Run The Open Item Aging Report Now.**
- Select Companies**: Set For ALL Ins.
- Sort By**:
 - ☐ Sort By Green Date Below
 - ☒ Sort By Company
 - ☐ Sort By Patient
 - ☐ Sort By Amounts
- Filter Options**:
 - ☐ Primaries Only
 - ☐ Secondaries Only
 - ☐ Claims Never Sent
- Report Type**:
 - ☐ Patients
 - ☒ Insurance
 - ☐ Inquiries
- Display Options**:
 - ☐ Show Claim Details
 - ☐ Doctor Aging
 - ☐ To File
 - ☐ Paper/PDF
 - ☒ Electronic
 - ☐ Collection
- Date Range**:
 - ☐ Set Date Range
 - ☐ Use Accounting Date
 - ☒ Use Service Date
- Ageing**:
 - ☐ Insurance Totals Only (highlighted with a red circle)
- Over**:
 - ☐ Over 30
 - ☐ Over 60
 - ☐ Over 90
 - ☐ Over 120
- No Range Selected = All Open**
- Quit / Exit / Close**

Insurance Totals Only Report

This report will list the carriers and the age of the money outstanding.

For an accurate amount of money, all posting of payments should be completed.

The amount outstanding is not the actual amount you will be paid because it is based on the billed amount on the claims.

Insurance Company Totals Ledger Report Run On 10-25-2016

Insurance Company	Total	Current	30 Days	60 Days	90 Days	120+ Days
Report Run Date: 10-25-2016 By Service Date Page: 1						
AARP	376.31	0.00	0.00	0.00	0.00	376.31
AETNA	1689.81	0.00	0.00	0.00	0.00	1689.81
AETNA BETTER HEALTH	364.00	0.00	0.00	0.00	183.20	180.80
AETNA HMO	2275.80	0.00	0.00	0.00	0.00	2275.80
AETNA MCR HMO	3595.69	0.00	0.00	0.00	0.00	3595.69
ALLEGIANCE BENEFIT	30.30	0.00	0.00	0.00	30.30	0.00
AMERIHEALTH	70.30	0.00	0.00	0.00	0.00	70.30
AMERIHEALTH ADMINISTRA	70.30	0.00	0.00	0.00	0.00	70.30
BCBS	8248.71	0.00	0.00	0.00	0.00	8248.71
BCBS ROCHESTER	715.31	0.00	489.51	225.80	0.00	0.00
BLUE CROSS COMMUNITY O	4495.50	0.00	0.00	0.00	0.00	4495.50
CIGNA	330118.75	0.00	0.00	0.00	0.00	330118.75
ENTRUST	70.30	0.00	0.00	0.00	70.30	0.00
FIDELIS	1039.71	251.31	0.00	0.00	0.00	788.40
GHI	672.51	0.00	0.00	0.00	0.00	672.51
HIP	23.19	0.00	23.19	0.00	0.00	0.00
IL WC	5810.58	0.00	0.00	0.00	0.00	5810.58
KEYSTONE FIRST	545.90	0.00	0.00	0.00	0.00	545.90
MEDICAID	531.65	0.00	0.00	0.00	0.00	531.65
MEDICAID NY	112.90	0.00	0.00	112.90	0.00	0.00
MEDICARE	10374.21	1051.25	106.54	244.85	1390.59	7580.98
MEDICARE DMERC	2153.05	0.00	0.00	0.00	0.00	2153.05
MEDICARE GEORGIA	67.90	67.90	0.00	0.00	0.00	0.00
MEDICARE MCR HMO	111518.80	171.70	169.80	0.00	1565.94	109611.36
MEDICARE RAILROAD	490.60	0.00	0.00	0.00	0.00	490.60
MEDITEST INSURANCE	112.90	0.00	112.90	0.00	0.00	0.00
NETWORK SOLUTIONS IPA	2296.70	37.90	2078.00	180.80	0.00	0.00
UNION WORKERS COMP	2296.70	37.90	2078.00	180.80	0.00	0.00

Creating a Report of Patient Balances

To produce a report of patients and their balances.

1. Check the box Sort by Amounts
2. Check the box for Patients
3. Click on the Run The Open Item Aging Report Now button

Options you can select:

- Sort by Patient or Amounts
- Choose the date range.
- Choose if you want claim details.

Click the Run The Open Item Aging Report Now when you are finished.

The screenshot shows the 'Accounts Receivable' report configuration window. The title bar reads 'Accounting Reports (V5.0.124)'. Below the title bar, there are tabs for 'File & Options', 'Graphical View', and 'Last Ran On 11-11-2014'. The main area is titled 'Accounts Receivable' in a green box. Below this, there is a button 'Run The Open Item Aging Report Now.' and a section 'Select Companies' with a dropdown set to 'ALL Ins.'. The 'From' and 'To' date ranges are both set to 'November 2014'. The 'Sort By' options are: 'Sort By Green Date Below', 'Sort By Company', 'Sort By Patient', 'Sort By Amounts' (checked), and 'Claims Never Sent'. The 'Patients' checkbox is also checked. The 'Show Claim Details' checkbox is unchecked. The 'Set Date Range' checkbox is unchecked. The 'Use Accounting Date' checkbox is unchecked. The 'Use Service Date' checkbox is checked. The 'Insurance Totals Only' checkbox is unchecked. The 'Doctor Aging' checkbox is unchecked. The 'To File' checkbox is unchecked. The 'Paper/PDF' checkbox is checked. The 'Electronic' checkbox is checked. The 'Collection' checkbox is unchecked. The 'Over 30', 'Over 60', 'Over 90', and 'Over 120' buttons are visible. At the bottom, there is a green button labeled 'Quit / Exit / Close'.

Patient Balances

This report will list your patients with open balances.

The report was sorted by the amount of money owed- highest to lowest.

Accounting Ledger Report Run 10-25-2016								
DONE	DT_SV	CLM TY	BILLED TO	L SENT	PATIENT	* CHART	DE DESCRIPTION	AMOUNT
No Range Selected = All Open Page: 1								
05/06/16	05/06/16	11142 N	Heyman, David		Heyman, David	**** 053553	DRC SHOES & INSOLE	907.40
05/12/16	05/12/16	11173 N	Giant, Jolly		Giant, Jolly	**** 053566	SUBSEQUENT OV-LEVEL	807.60
05/02/11	05/02/11	10105 P	Pain, Chester		Pain, Chester	**** 000010	E/M EVAL LEVEL 3	412.00
03/25/16	03/25/16	11002 N	Lieber, Debra		Lieber, Debra	**** 000025	FUNCTIONAL ORTHOTIC	290.25
04/06/16	04/06/16	11021 N	Test3, Joanna		Test3, Joanna	**** 036647	FUNCTIONAL ORTHOTIC	290.25
05/24/16	05/24/16	11234 N	Lieber, Debra		Lieber, Debra	**** 000025	FUNCTIONAL ORTHOTIC	270.00
04/06/16	04/06/16	11027 P	Patient, Test		Patient, Test	**** 036644	FUNCTIONAL ORTHOTIC	270.00
05/10/16	05/10/16	11159 N	Test, Marisa		Test, Marisa	**** 015747	SUBSEQUENT OV-LEVEL	203.70
05/01/16	05/01/16	11160 N	Test, Marisa		Test, Marisa	**** 015747	SUBSEQUENT OV-LEVEL	203.70
08/23/16	08/23/16	11389 N	Thompson, Ellen		Thompson, Ellen	** 000001	SUBSEQUENT OFFICE VI	200.00
12/16/15	12/09/15	10837 N	Thompson, Ellen		Thompson, Ellen	**** 000001	ParPayBal	200.00
05/17/16	05/17/16	11184 N	Durant, Kevin		Durant, Kevin	**** 053574	DRC SHOES & INSOLE	187.90
04/06/16	04/06/16	11026 P	Test3, Joanna		Test3, Joanna	**** 036647	NB 1123 SHOES	184.80
09/30/16	09/30/16	11418 N	Test, April		Test, April	053546	ParPayBal	175.01
10/08/10	10/08/10	10023 P	Johnson, Esther		Johnson, Esther	**** 015706	SUBSEQUENT OFFICE VI	150.00
10/25/15	09/11/15	10220 N	Katz, Ken		Katz, Ken	**** 022854	Balance Due	120.00