VertexDr

Month End Closing Reports

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# Table of Contents

Month End Reports

The *Month End Closing* Reports are created after <u>every</u> month end closing. Most practices access VertexDr from a Citrix Connection. Some practices access VertexDr from a Remote Desktop connection. The *Month End Closing* Reports reside in the *Client* Folder. This manual provides information on each report and how to access each report.

Access the Month End Reports
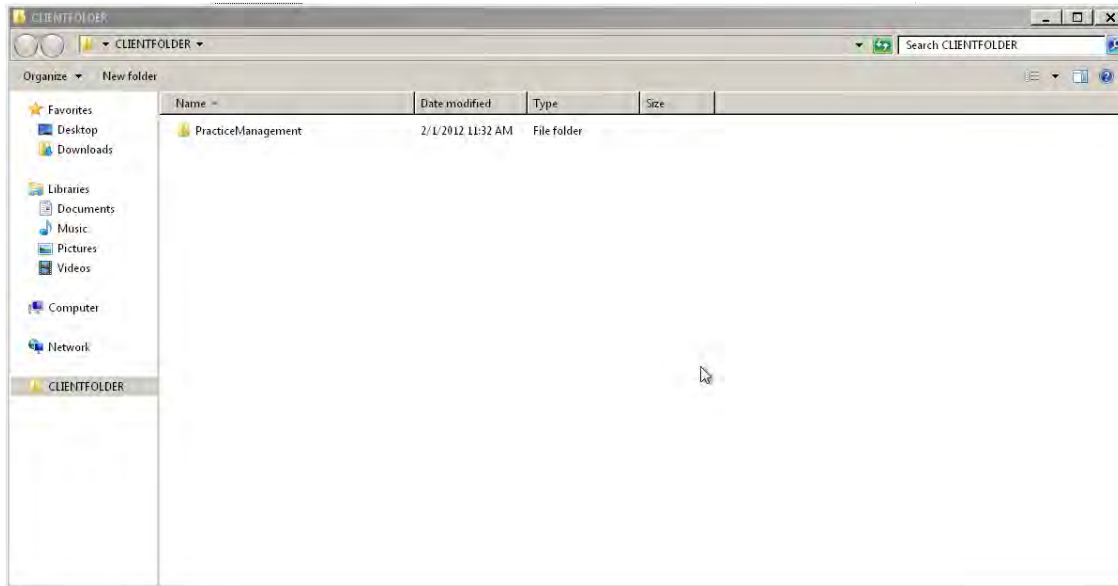
From the Client Folder in a Citrix Connection

From the Citrix connection,

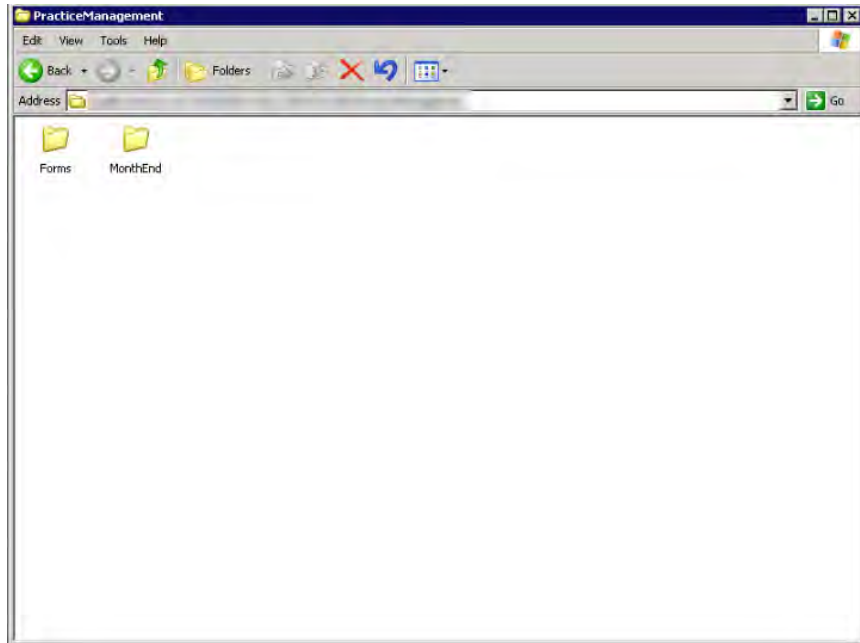- Click the **Client Folder** Icon.
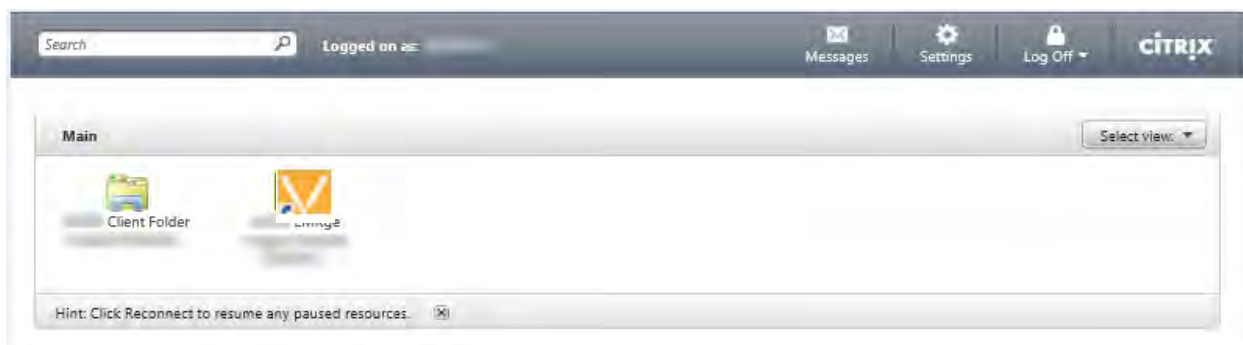
The *Client* Folder opens.

- Double click the *Practice Management* Folder.

The *Practice Management* Folder opens.

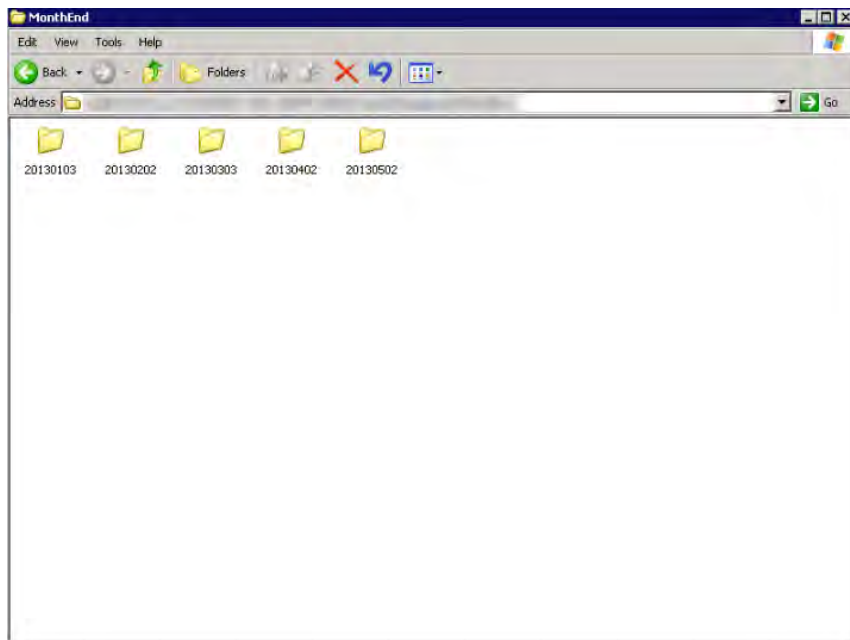- Double click the *Month End* Folder.
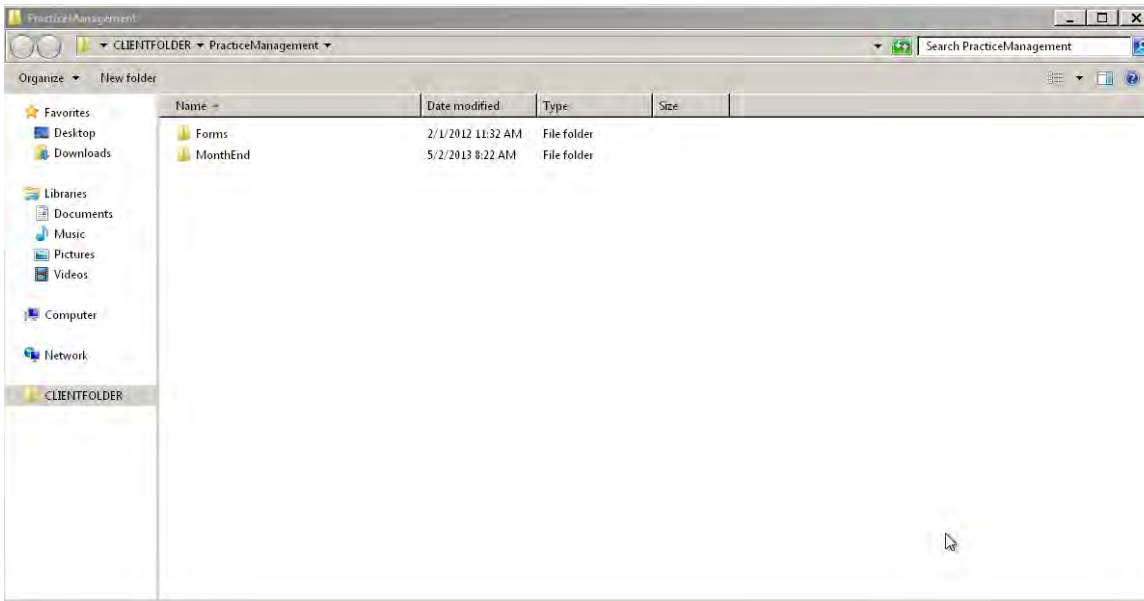
The *Month End* Folder opens.

Month End Reports are generated as PDF Files. The date of the folders are auto-generated and reflect the year, month and day that the PDF was generated.

The folder format is (YYYY/MM/DD). Example: 20130502 indicates that the PDF file for month end April 2013 was generated on 5/2/2013.

- Look at the year and month of a folder. Double click a file folder to view the previous month's reports.
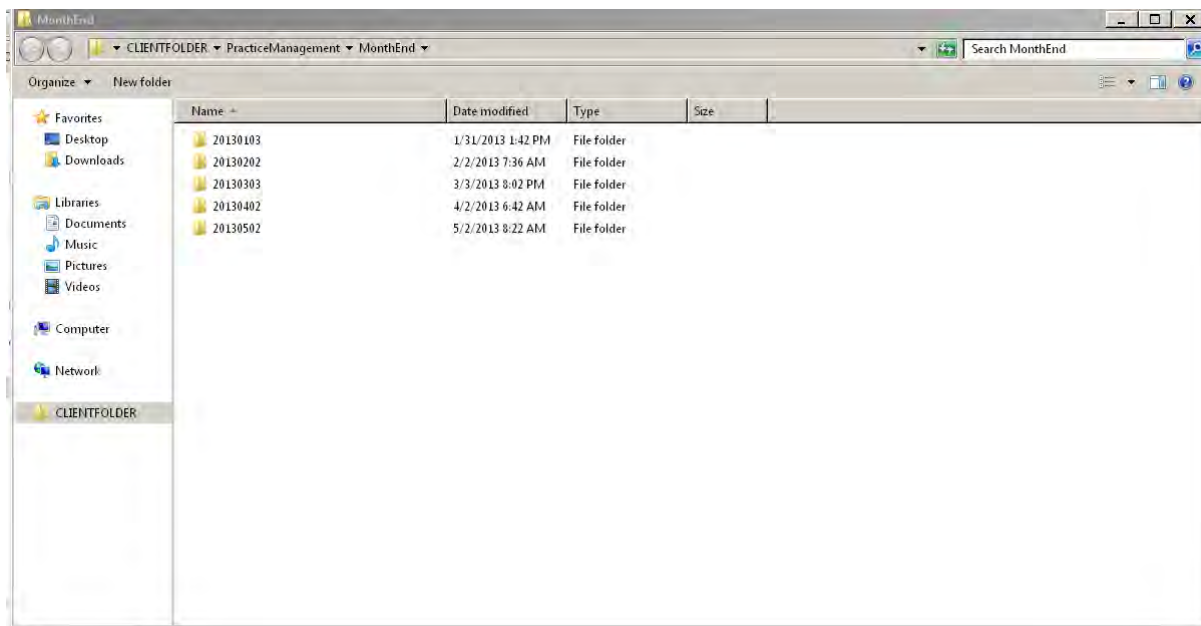
View or Print a Month End Report
Adobe Acrobat needs to be installed on the computer to open the PDF files.

The PDF files for each *Month End* Report display.

- Double click a report to open and view it.
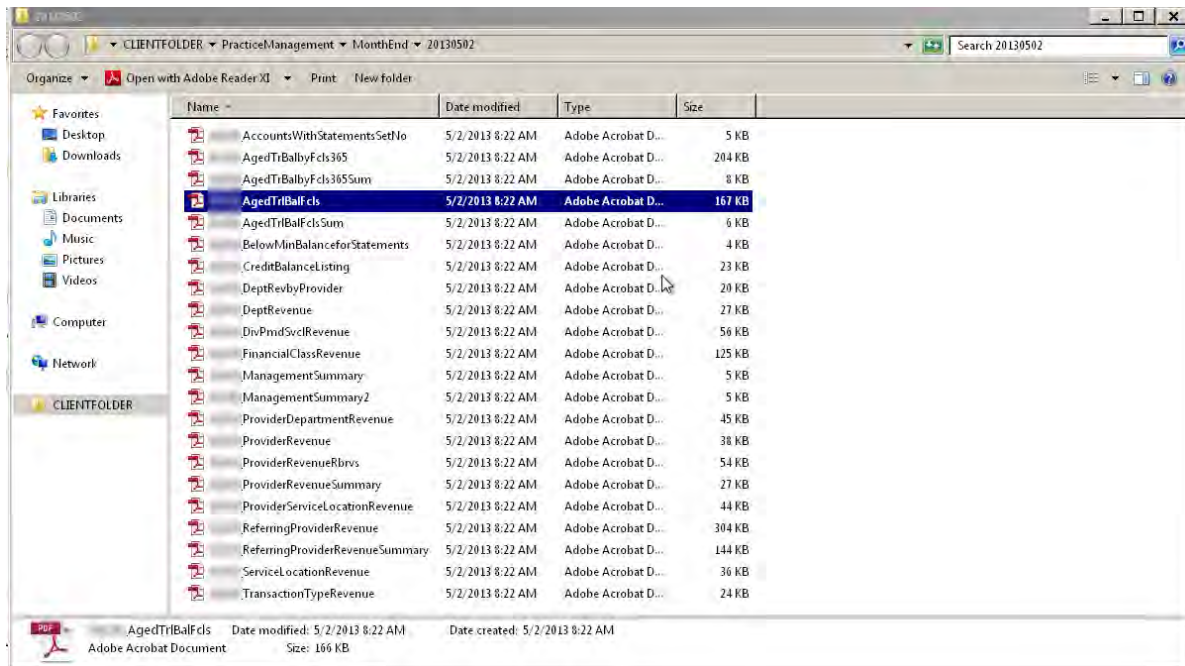
- Click the **Print** Button on the Toolbar to print the report.
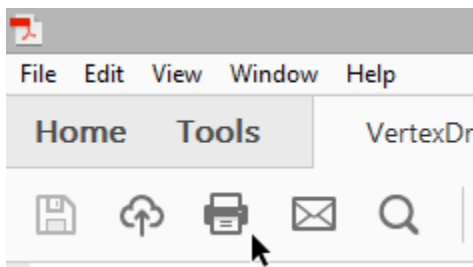
From the Client Folder in a Remote Desktop Connection

From the **Start** Menu,

- Click the **Client Folder** Icon.

- Double click the *Practice Management* Folder.

The *Practice Management* Folder opens.

- Double click the he *Month End* Folder.

The *Month End* Folder opens.

Month End Reports are generated as PDF Files. Operations generates the PDF file for the monthly reports. The date of the folders are auto-generated and reflect the month, day and year that the PDF was generated.

The folder format is (YYYY/MM/DD). Example: 20130502 indicates that the PDF file for month end April 2013 was generated on 5/2/2013.

- Look at the year and month of a folder. Double click a file folder to view the previous month end reports.

View or Print a Month End Report
Adobe Acrobat needs to be installed on the computer to open the PDF files.

The PDF files for each *Month End* Report display.

- Double click a report to open and view it.
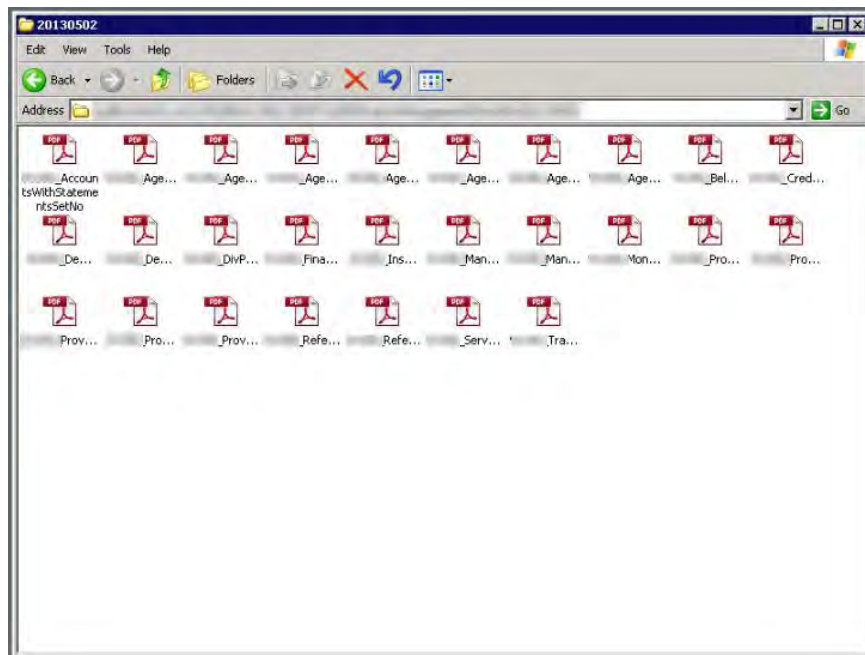
- Click the **Print** Button on the Toolbar to print the report.
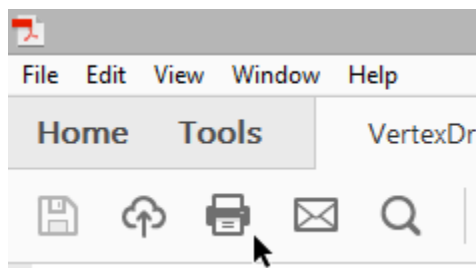
Description of Each Month End Report

Management Summary Report
(ManagementSummary.pdf); (ManagementSummary2.pdf)

This report provides an overall synopsis of the money received this month and for the year to date, amounts billed out for the year to date, all adjustments, current and prior A/R, aging categories broken out by insurance and patient responsibility. One version of the Management Summary Report includes credits; the other version includes "credits not aged". This version of the report provides a truer reflection of your current A/R.

Date:	5/12/2008	Management Summary Report		Page:	1
Time:	13:32:21				

Client: 10000 BEST CARE PHYSICIANS

Prior Months A/R	63,127.98
Monthly Incr/Decr	-4,023.00
New Accounts Receivable	59,104.98

Charges —	Current Month	Year To Date
Total Charges	435.00	34,045.00
Total Adjustment Debits	0.00	0.00
Total Refunds	0.00	0.00
Total Adjustment Credits	0.00	0.00
Total Insurance Adjustments	-1,180.00	-4,291.00
*** Net Charges	-745.00	29,754.00

Cash Receipts —	Current Month	Year To Date
Total Payment Other	-25.00	-25.00
Total Payment Mail	-135.00	-135.00

Provider Revenue – Units
(ProviderRevenue.pdf)

This report displays all the transaction codes posted in the system for the month and year to date for each provider.

Provider Revenue – Rbrvs
(ProviderRevenueRbrvs.pdf)

This report displays all the transaction codes and Rbrvs posted in the system for the month and year to date for each provider.

Provider Revenue By Department
(ProviderDepartmentRevenue.pdf)

This report provides a breakdown by provider and department of all the transaction codes posted in the system for the month and year to date.

Service Location Revenue

(ServiceLocationRevenue.pdf)

This report provides a breakdown by service location of all the transaction codes posted in the system for the month and year to date.

Service Location Revenue By Provider
(ProviderServiceLocationRevenue.pdf)

This report provides a breakdown by service location and by provider of all the transaction codes posted in the system for the month and year to date.

Financial Class Revenue
(FinancialClassRevenue.pdf)

This report provides a breakdown by financial class of charges, payments, and adjustments posted for the month and year to date. This report includes a summary page. View how many transaction codes were billed out and payments received for a particular financial class. The report also breaks down adjustments by transaction codes to view how much has been written off.

Department Revenue

(DeptRevenue.pdf)

This report provides a breakdown of departments and transaction codes that have been posted in the system for the month and year to date. It shows both patient and insurance adjustments and receipts.

Department Revenue By Provider
(DeptRevbyProvider.pdf)

This report provides a breakdown by department, provider, and transaction codes that have been posted in the system for the month. It shows both patient and insurance adjustments and receipts.

Referring Provider Revenue
(ReferringProviderRevenue.pdf)

This report provides a breakdown by referring physician of all the transaction codes that have been posted for patients referred out for the month and year to date.

Referring Provider Revenue – Summary
(ReferringProviderRevenueSummary.pdf)

This report provides a summary of all the transaction types that have been posted for patients referred out for the month and year to date.

Insurance Revenue
(InsuranceRevenue.pdf)

This report provides a breakdown by insurance carrier of all charges, adjustments, and payments collected for the month and year to date.

Transaction Type Revenue

(TransactionTypeRevenue.pdf)

This report provides a breakdown by transaction type of all charges, adjustments, and payments collected for the month and year to date.

Aged Trial By Financial Class
(AgedTrlBalFcls.pdf)

This report provides a list of patient balances under the aging categories (how many days overdue). The report breaks by financial class, and displays the remaining patient and insurance balances.

Aged Trial By Financial Class Summary
(AgedTrlBalFclsSum.pdf)

This report provides a summary of the financial classes and their appropriate aging categories. This report also lists the total balance and percent volume for each financial class.

Date	5/12/2008		Aged Trial Balance by Financial Class		Page		1
Time	13:32:21		Financial Class Recap				

Fcls	Description	Pct	Balance	Current	Over 30	Over 60	Over 90	Over 120
			Client 10000 BEST CARE PHYSICIANS					
AHP	AETNA HEALTH PLANS	5.26	3111.00	120.00	0.00	0.00	0.00	2991.00
AA	AUTO ACCIDENT	0.23	135.00	0.00	0.00	0.00	0.00	135.00
BA	BAD ADDRESS	3.91	2310.00	0.00	0.00	0.00	0.00	2310.00
BCS	BLUE SHIELD	12.91	7630.00	115.00	0.00	0.00	0.00	7515.00
CHA	CHAMPUS	0.20	117.00	0.00	0.00	0.00	0.00	117.00
CHP	CIGNA HEALTH PLAN	5.96	3520.00	0.00	0.00	0.00	0.00	3520.00
COM	COMMERCIAL INSURANCE	22.90	13634.00	12.00	0.00	0.00	0.00	13622.00
CTC	CONNECTICARE	3.03	1791.00	0.00	0.00	0.00	0.00	1791.00
FIRS	FIRST HEALTH	0.20	117.00	0.00	0.00	0.00	0.00	117.00
SW	MEDICAID	1.65	975.00	0.00	0.00	0.00	0.00	975.00
MC	MEDICARE	36.45	21544.98	155.00	0.00	0.00	0.00	21389.98
MS	MEDSPAN	0.22	132.00	0.00	0.00	0.00	0.00	132.00
OX	OXFORD HEALTH PLAN	1.25	740.00	0.00	0.00	0.00	0.00	740.00
PHS	PHS	0.95	563.00	0.00	0.00	0.00	0.00	563.00
SP	SELF PAY	1.20	709.00	0.00	0.00	0.00	0.00	709.00

Aged Trial By Fcls By Date Posted

This report provides a breakdown of all charges by patient and aged by the date the charge was posted. The report breaks by financial class.

Aged Trial By Provider by Financial Class
(AgedTrlBalbyFcls365.pdf)

This report provides a detailed breakdown of all patient balances under the aging category, including the over 365 days category. The report breaks by financial class. It lists the remaining patient and insurance balances.

Aged Trial Balance by Provider by Financial Class Summary
(AgedTrlBalbyFcls365Sum.pdf)

This report provides a summary of all financial classes and aging categories, including the over 365 days category. The report breaks by provider and by financial class. It lists the percent volume and remaining balances for each financial class.

Date: 5/12/2008   Aged Trial Balance by Provider, by Financial Class   Page 1
Time: 13:32:21   Financial Class Recap   By Date of Service

Fcls	Description	Pct.	Balance	Current	Over 30	Over 60	Over 90	Over 120	Over 365
	Client 10000 BEST CARE PHYSICIANS								
	Prnd RJ JOHNSON, ROBERT								
AHP	AETNA HEALTH PLANS	5.36	3166.00	120.00	0.00	0.00	0.00	735.00	2311.00
AA	AUTO ACCIDENT	0.13	75.00	0.00	0.00	0.00	0.00	75.00	0.00
BA	BAD ADDRESS	0.26	155.00	0.00	0.00	0.00	0.00	65.00	90.00
BCS	BLUE SHIELD	12.18	7196.00	115.00	0.00	0.00	0.00	1080.00	6001.00
CHA	CHAMPUS	0.07	42.00	0.00	0.00	0.00	0.00	0.00	42.00
CHP	CIGNA HEALTH PLAN	5.57	3290.00	0.00	0.00	0.00	0.00	455.00	2835.00
COM	COMMERCIAL INSURANCE	14.84	8772.00	0.00	0.00	0.00	0.00	3590.00	5182.00
CTC	CONNECTICARE	2.87	1696.00	0.00	0.00	0.00	0.00	210.00	1486.00
FIRS	FIRST HEALTH	0.20	117.00	0.00	0.00	0.00	0.00	75.00	42.00
IC	INSIDE COLLECTIONS	4.37	2580.00	0.00	0.00	0.00	0.00	0.00	2580.00
SW	MEDICAID	1.33	786.00	0.00	0.00	0.00	0.00	75.00	711.00
MC	MEDICARE	18.58	10979.98	155.00	0.00	0.00	0.00	5005.00	5819.98
MS	MEDSPAN	0.22	132.00	0.00	0.00	0.00	0.00	0.00	132.00
OX	OXFORD HEALTH PLAN	1.25	740.00	0.00	0.00	0.00	0.00	210.00	530.00
PHS	PHS	0.95	563.00	0.00	0.00	0.00	0.00	0.00	563.00

Page 1 of 3   Zoom (Page Width)

Accounts with Credit Balances
(CreditBalanceListing.pdf)

This report provides a list of patients who have a credit on their account. The report notes the last service date, the last time a payment was received, and the balance.

Accounts Below Minimum Balance for Statements

This report provides a list of patients who have a balance which is below the minimum dollar amount for the patient to receive a statement.

Accounts Below Minimum Balance for Letters

This report provides a list of patients who have a balance which is below the minimum dollar amount for the patient to receive a letter.

Month Log

(MonthLog.pdf)

This report provides a list of all transactions posted each day during the month. Please note that the report sorts by the posting date rather than by the date of service.