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## Month End Closing Reports

APPLICATION MANUAL

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## Month End Reports

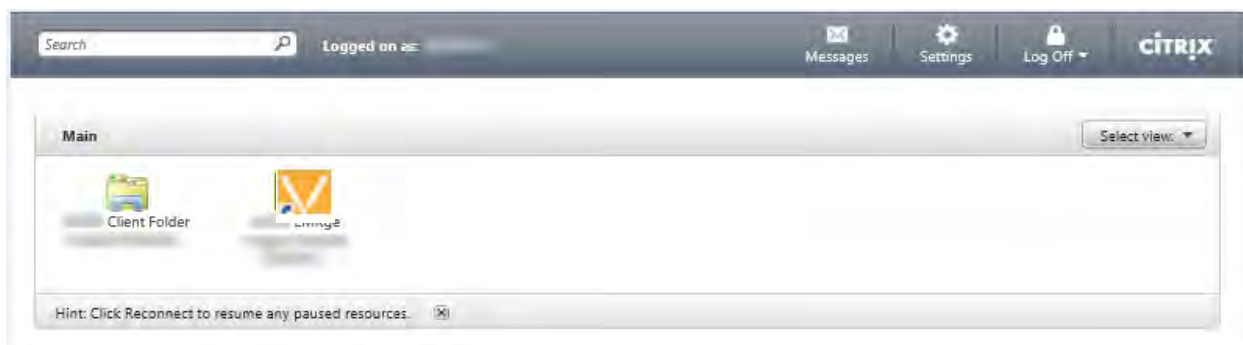
The *Month End Closing* Reports are created after every month end closing. Most practices access VertexDr from a Citrix Connection. Some practices access VertexDr from a Remote Desktop connection. The *Month End Closing* Reports reside in the *Client* Folder. This manual provides information on each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

### Access the Month End Reports

#### From the Client Folder in a Citrix Connection

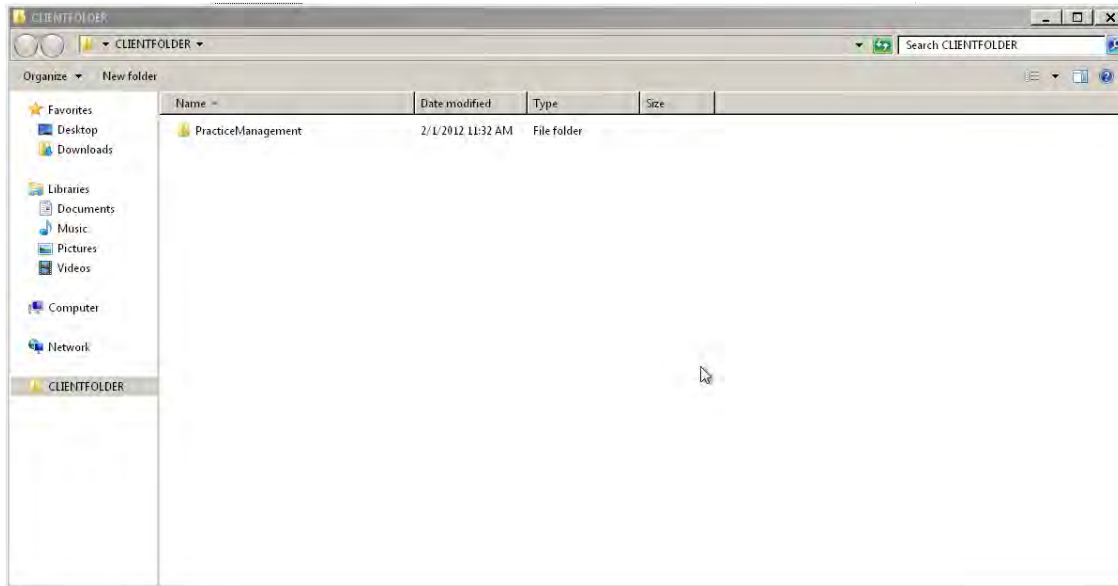
From the Citrix connection,

- Click the **Client Folder** Icon.



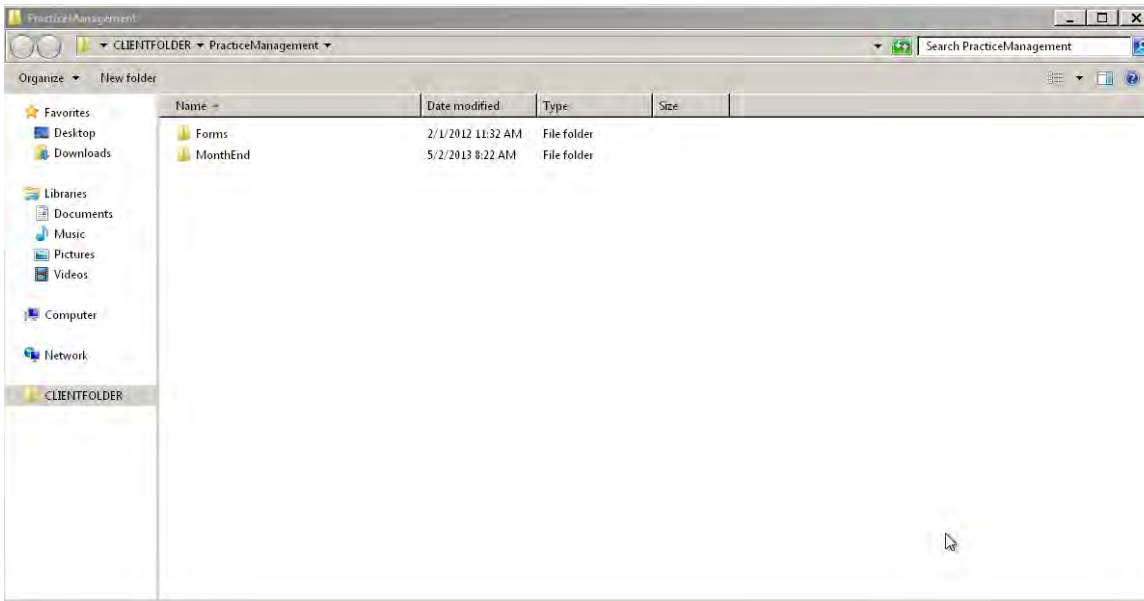
The *Client* Folder opens.

- Double click the *Practice Management* Folder.



The *Practice Management* Folder opens.

- Double click the *Month End* Folder.

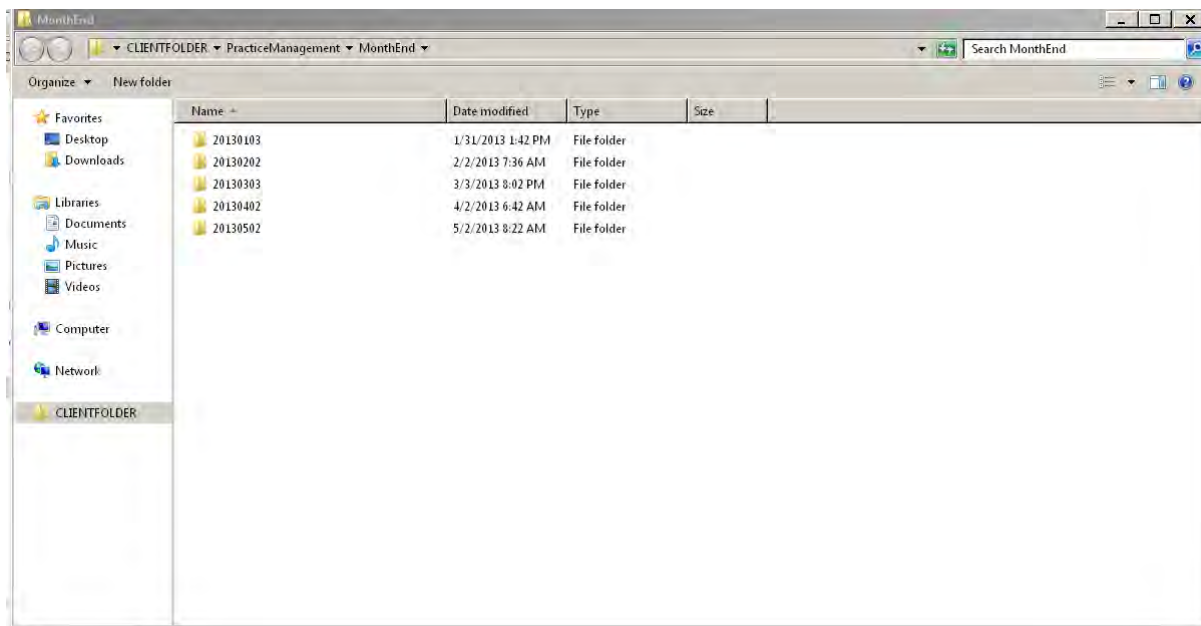


The *Month End* Folder opens.

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.

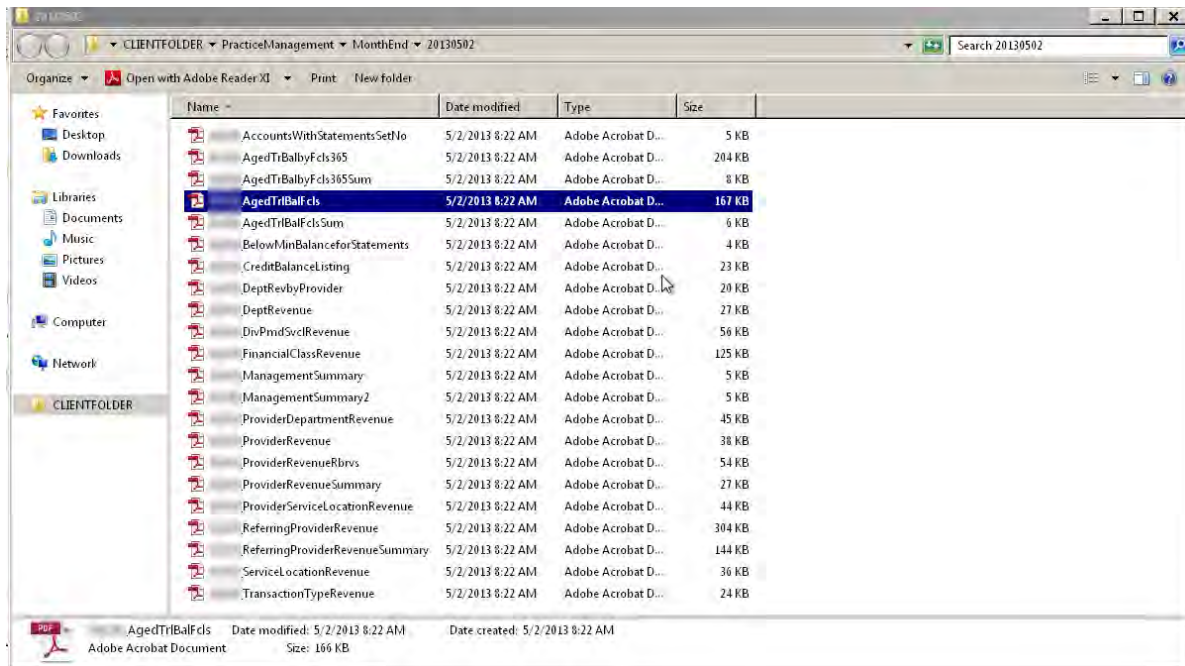


## View or Print a Month End Report

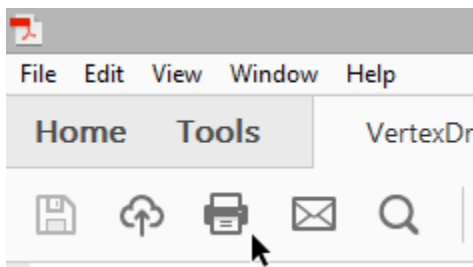
Adobe Acrobat needs to be installed on the computer to open the PDF files.

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

- Double click a report to open and view it.



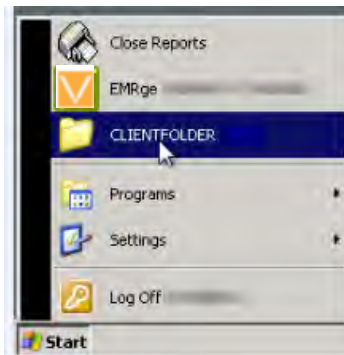
- Click the **Print** Button on the Toolbar to print the report.



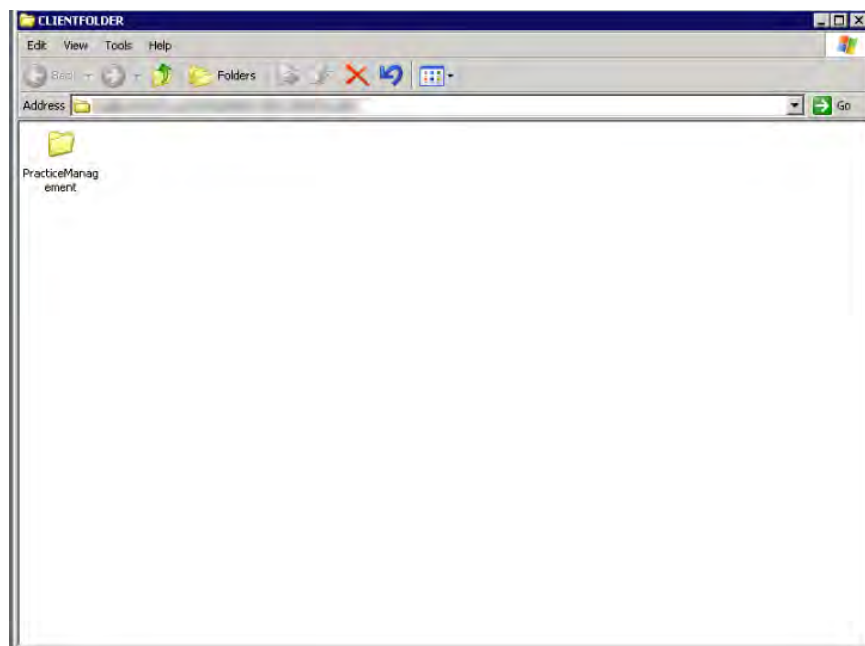
## From the Client Folder in a Remote Desktop Connection

From the **Start** Menu,

- Click the **Client Folder** Icon.



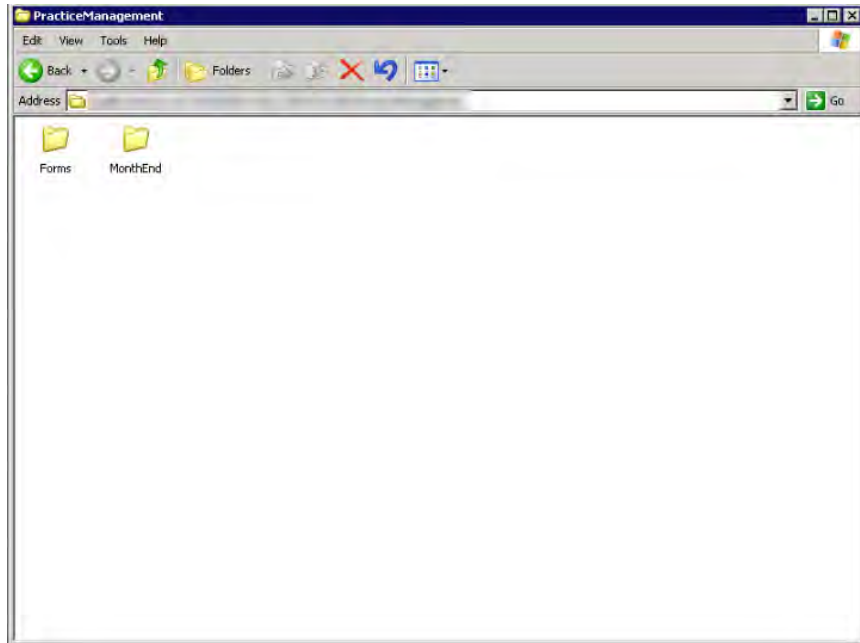
- Double click the *Practice Management* Folder.





The *Practice Management* Folder opens.

- Double click the *Month End* Folder.

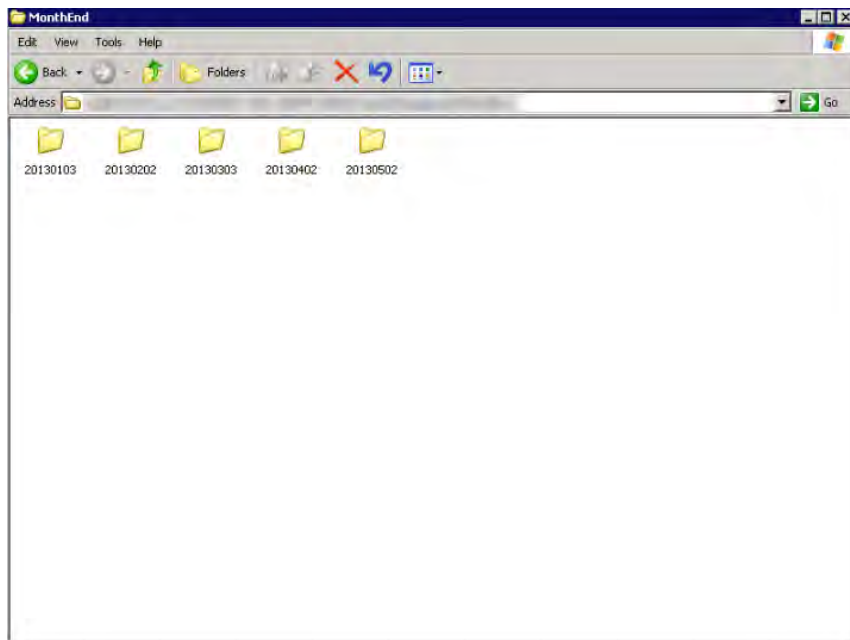


The *Month End* Folder opens.

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.

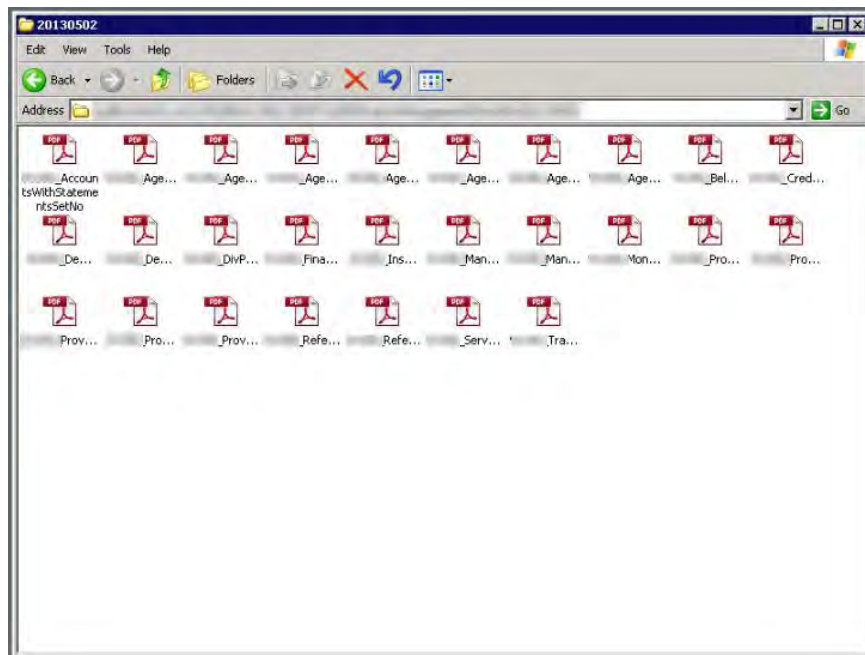


## View or Print a Month End Report

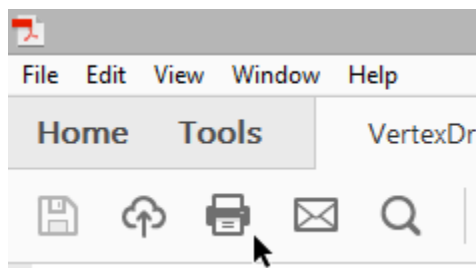
Adobe Acrobat needs to be installed on the computer to open the PDF files.

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.

The screenshot shows a PDF viewer window with the following content:

Date: 5/12/2008  
Time: 13:32:21

**Management Summary Report**

Page: 1

---

Client: 10000 BEST CARE PHYSICIANS

Prior Months A/R	68,127.98
Monthly Incr/Decr	-4,023.00
<b>New Accounts Receivable</b>	<b>59,104.98</b>

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
<b>** Net Charges</b>	<b>-745.00</b>	<b>29,754.00</b>

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

Page 1 of 1      Zoom (Page Width)

### 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.

Date: 5/12/2008  
Time: 13:32:21

Page: 1

Client: 10000 BEST CARE PHYSICIANS

Provider: RJ JOHNSON, ROBERT

Tran Type	Tran Code	Transaction Description	--- Month to Date Totals ---			--- Year to Date Totals ---		
			Count	Units	Amount	Count	Units	Amount
CH	29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	1	1	-4150.00
CH	46330	SIGMOIDOSCOPY, DIAGNOSTIC	0	0	0.00	1	1	136.00
CH	81000	URINALYSIS WITH MICROSCOP	3	3	45.00	22	22	330.00
CH	86588	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	3	3	75.00
CH	90471	IMMUNIZATION ADMIN, SINGL	0	0	0.00	1	1	15.00
CH	90703	TETANUS IMMUNIZATION	0	0	0.00	1	1	20.00
CH	93000	EKG	3	3	135.00	18	18	810.00
CH	99212	EST PT-OFF VISIT, LIMITED,	1	1	75.00	54	54	-4060.00
CH	99213	EST PT-OFF VISIT, LOW SEV,	1	1	85.00	7	7	-595.00
CH	99214	EST PT-OFF VISIT, MOD-HIGH	1	1	95.00	5	5	-475.00
CH	99215	EST PT-OFF VISIT, MOD-HIGH	0	0	0.00	1	1	105.00
CH	S2112	ARTHROSCOPY, KNEE	0	0	0.00	2	2	7000.00
<b>CH CHARGE</b>			<b>9</b>	<b>9</b>	<b>435.00</b>	<b>115</b>	<b>115</b>	<b>17760.00</b>
IA	AAHP	AETNA HEALTH PLAN ADJ	1	1	-15.00	3	3	-43.00
IA	ABCS	BC/BS ADJUSTMENT	0	0	0.00	5	5	-136.00
IA	ACHP	CIGNA HEALTH PLAN ADJUSTM	1	1	-1150.00	4	4	-1261.00
IA	AMC	MEDICARE ADJUSTMENT	1	1	-15.00	26	26	-2632.00

Page 1 of 4      Zoom (Page Width)

**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.

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

Provider Revenue and Cash Analysis

Client: 10000 BEST CARE PHYSICIANS  
Provider: RJ JOHNSON, ROBERT

Tran Type	Tran Code	Transaction Description	--- Month to Date Totals ---			--- Year to Date Totals ---		
			Count	Rbrvs	Amount	Count	Rbrvs	Amount
CH	29863	ARTHROSCOPY HIP SURGERY	0	0.00	0.00	1	0.00	4150.00
CH	45390	SIGMOIDOSCOPY, DIAGNOSTIC	0	0.00	0.00	1	0.00	135.00
CH	81000	URINALYSIS WITH MICROSCOP	3	0.00	45.00	22	0.00	330.00
CH	86588	STREPTOCOCCUS SCREEN DIRE	0	0.00	0.00	3	0.00	75.00
CH	90471	IMMUNIZATION ADMIN, SINGL	0	0.00	0.00	1	0.00	15.00
CH	90703	TETANUS IMMUNIZATION	0	0.00	0.00	1	0.00	20.00
CH	93000	EKG	3	0.00	135.00	18	0.00	810.00
CH	99212	EST PT-OFF VISIT, LIMITED	1	0.00	75.00	54	0.00	4050.00
CH	99213	EST PT-OFF VISIT, LOW SEV.	1	0.00	85.00	7	0.00	595.00
CH	99214	EST PT-OFF VISIT, MOD-HIGH	1	0.00	95.00	5	0.00	475.00
CH	99215	EST PT-OFF VISIT, MOD-HIGH	0	0.00	0.00	1	0.00	105.00
CH	S2112	ARTHROSCOPY, KNEE	0	0.00	0.00	2	0.00	7000.00
<b>CH CHARGE</b>			<b>9</b>	<b>0.00</b>	<b>435.00</b>	<b>116</b>	<b>0.00</b>	<b>17760.00</b>
IA	AAHP	AETNA HEALTH PLAN ADJ	1	0.00	-15.00	3	0.00	-43.00
IA	ABCS	BCBS ADJUSTMENT	0	0.00	0.00	5	0.00	-135.00
IA	ACHP	CIGNA HEALTH PLAN ADJUSTM	1	0.00	-1150.00	4	0.00	-1281.00
IA	AMC	MEDICARE ADJUSTMENT	1	0.00	-15.00	26	0.00	-2632.00

Page 1 of 4      Zoom (Page Width)

## 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.

Date: 5/12/2006		Provider Department Revenue and Cash Analysis			Page 1			
Time: 13:32:21		--- Month to Date Totals ---			--- Year to Date Totals ---			
Tran Type	Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
Client: 10000 BEST CARE PHYSICIANS								
Provider: RJ JOHNSON, ROBERT								
Department: 010 CHARGES								
CH	29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	1	1	4150.00
CH	45330	SIGMOIDOSCOPY, DIAGNOSTIC	0	0	0.00	1	1	135.00
CH	81000	URINALYSIS WITH MICROSCOP	3	3	45.00	22	22	330.00
CH	86589	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	3	3	75.00
CH	90471	IMMUNIZATION ADMIN, SINGL	0	0	0.00	1	1	15.00
CH	90703	TETANUS IMMUNIZATION	0	0	0.00	1	1	20.00
CH	93000	EKG	3	3	135.00	19	19	810.00
CH	99212	EST PT-OFF VISIT, LIMITED	1	1	75.00	54	54	4050.00
CH	99213	EST PT-OFF VISIT, LOW SEV.	1	1	95.00	7	7	585.00
CH	99214	EST PT-OFF VISIT, MOD-HIGH	1	1	95.00	5	5	475.00
CH	99215	EST PT-OFF VISIT, MOD-HIGH	0	0	0.00	1	1	105.00
CH	92112	ARTHROSCOPY, KNEE	0	0	0.00	3	3	7000.00
<b>CH CHARGE</b>			<b>9</b>	<b>9</b>	<b>435.00</b>	<b>115</b>	<b>115</b>	<b>17780.00</b>
<b>Totals for Department</b>								
<b>010</b>	<b>CHARGES</b>		<b>9</b>	<b>9</b>	<b>435.00</b>	<b>115</b>	<b>115</b>	<b>17780.00</b>

**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.

Date: 5/12/2008		Service Location Revenue and Cash Analysis			Page: 1			
Time: 13:32:21		--- Months to Date Totals ---			--- Year to Date Totals ---			
Tran Type	Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
<b>Client: 10000 BEST CARE PHYSICIANS</b>								
<b>Service Location: HHO HARTFORD HOSPITAL OUT PATIENT</b>								
CH	29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	5	3	12450.00
CH	S2112	ARTHROSCOPY, KNEE	0	0	0.00	4	4	14000.00
<b>CH CHARGE</b>			0	0	0.00	7	7	26450.00
IA	A4HP	CIGNA HEALTH PLAN ADJUSTM	1	1	-1150.00	1	1	-1150.00
<b>IA INSURANCE ADJUSTMENT</b>			1	1	-1150.00	1	1	-1150.00
IP	P4HP	CIGNA HEALTH PLAN PMT	1	1	-3000.00	1	1	-3000.00
<b>IP INSURANCE PAYMENT</b>			1	1	-3000.00	1	1	-3000.00
<b>Totals for Service Location HHO HARTFORD HOSPITAL OUT PATIENT</b>								
Total Charges			0	0	0.00	7	7	26450.00
Total Patient Adjustments			0	0	0.00	0	0	0.00
Total Insurance Adjustments			1	1	-1150.00	1	1	-1150.00
Total Insurance Receipts			1	1	-3000.00	1	1	-3000.00
Total Patient Receipts			0	0	0.00	0	0	0.00



**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.

Date: 5/12/2008      Providing Physician, Service Location Statistics Report      Page: 1								
Time: 13:32:21								
Client: 10000 BEST CARE PHYSICIANS								
Providing Physician: RJ JOHNSON, ROBERT								
Service Location: HHO HARTFORD HOSPITAL OUT PATIENT								
Tran	Tran	--- Month to Date Totals ---			--- Year to Date Totals ---			
Type	Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
CH 29863 ARTHROSCOPY HIP SURGERY      0      0      0.00      1      1      4150.00								
CH 52112 ARTHROSCOPY, KNEE      0      0      0.00      2      2      7000.00								
<b>CH CHARGE</b> 0      0      0.00      3      3      11150.00								
IA ACHP CIGNA HEALTH PLAN ADJUSTM      1      1      -1150.00      1      1      -1150.00								
<b>IA INSURANCE ADJUSTMENT</b> 1      1      -1150.00      1      1      -1150.00								
IP POHP CIGNA HEALTH PLAN PMT      1      1      -3000.00      1      1      -3000.00								
<b>IP INSURANCE PAYMENT</b> 1      1      -3000.00      1      1      -3000.00								
<b>Total:</b>		<b>HHO HARTFORD HOSPITAL OUT PATIENT</b>	<b>2</b>	<b>2</b>	<b>-4150.00</b>	<b>5</b>	<b>5</b>	<b>7000.00</b>
Service Location: OFF WINDSOR OFFICE								
CH 45330 SIGMOIDOSCOPY, DIAGNOSTIC      0      0      0.00      1      1      135.00								
CH 81000 URINALYSIS WITH MICROSCOP      3      3      45.00      22      22      330.00								
CH 86588 STREPTOCOCCUS SCREEN DIRE      0      0      0.00      3      3      75.00								
CH 90471 IMMUNIZATION ADMIN, SINGL      0      0      0.00      1      1      15.00								
CH 90709 TETANUS IMMUNIZATION      0      0      0.00      1      1      20.00								
CH 93000 EKG      3      3      135.00      18      18      810.00								

## 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.

Date: 5/12/2008  
Time: 13:32:21

Page: 1

Tran: Tran  
Type Code Transaction Description

Month to Date Totals: Count Units Amount  
Year to Date Totals: Count Units Amount

Client: 10000 BEST CARE PHYSICIANS

Financial Class: AA AUTO ACCIDENT

CH	Type Code	Description	Count	Units	Amount	Count	Units	Amount
CH	99212	EST PT-OFF VISIT, LIMITED	0	0	0.00	1	1	75.00
<b>CH CHARGE</b>			0	0	0.00	1	1	75.00
<b>Totals for Financial Class</b>								
AA	AUTO ACCIDENT		0	0	0.00	1	1	75.00

Financial Class: AHP AETNA HEALTH PLANS

CH	Type Code	Description	Count	Units	Amount	Count	Units	Amount
CH	81000	URINALYSIS WITH MICROSCOPE	1	1	15.00	2	2	30.00
CH	93000	EKG	1	1	45.00	3	3	135.00
CH	99212	EST PT-OFF VISIT, LIMITED	0	0	0.00	6	6	600.00
CH	99213	EST PT-OFF VISIT, LOW SEV	1	1	-95.00	1	1	-95.00
CH	99215	EST PT-OFF VISIT, MOD-HIGH	0	0	0.00	1	1	105.00
<b>CH CHARGE</b>			3	3	145.00	15	15	965.00
IA	AAHP	AETNA HEALTH PLAN ADJ	1	1	-15.00	3	3	-43.00
<b>IA INSURANCE ADJUSTMENT</b>			1	1	-15.00	3	3	-43.00
ID	BAHD	AETNA HEALTH PLAN RVMT	1	1	-50.00	3	3	-90.00

Page 1 of 6  
Zoom (Page Width)

**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.

Date: 5/12/2008  
Time: 13:32:21

**Department Revenue and Cash Analysis** Page: 1

Tran Tran --- Month to Date Totals --- --- Year to Date Totals ---  
Type Code Transaction Description Count Units Amount Count Units Amount

**Client: 10000 BEST CARE PHYSICIANS**

**Department: 010 CHARGES**

Tran Type	Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
CH	29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	3	3	12450.00
CH	45330	SIGMOIDOSCOPY, DIAGNOSTIC	0	0	0.00	1	1	135.00
CH	81000	URINALYSIS WITH MICROSCOP	3	3	45.00	23	23	345.00
CH	86588	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	4	4	100.00
CH	90471	IMMUNIZATION ADMIN, SINGLE	0	0	0.00	1	1	15.00
CH	90703	TETANUS IMMUNIZATION	0	0	0.00	1	1	20.00
CH	93000	EKG	3	3	135.00	19	19	855.00
CH	99212	EST PT.OFF VISIT,LIMITED,	1	1	75.00	66	66	4950.00
CH	99213	EST PT.OFF VISIT,LOW SEV,	1	1	65.00	7	7	595.00
CH	99214	EST PT.OFF VISIT,MOD-HIGH	1	1	95.00	5	5	475.00
CH	99215	EST PT.OFF VISIT,MOD-HIGH	0	0	0.00	1	1	105.00
CH	S2112	ARTHROSCOPY, KNEE	0	0	0.00	4	4	14000.00
<b>CH CHARGE</b>			<b>9</b>	<b>9</b>	<b>435.00</b>	<b>135</b>	<b>135</b>	<b>34045.00</b>
<b>Totals for Department</b>								
<b>010</b>	<b>CHARGES</b>		<b>9</b>	<b>9</b>	<b>435.00</b>	<b>135</b>	<b>135</b>	<b>34045.00</b>

**Department: 090 ADJUSTMENTS**

Page 1 of 2 (Zoom Page Width)

## 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.

**Department Cash Analysis by Provider** Page: 1

Date: 5/12/2008  
Time: 13:32:21

Client: 10000 BEST CARE PHYSICIANS  
Department: 010 CHARGES  
Provider: RJ JOHNSON, ROBERT

Tran Type	Count	Units	Amount	Count	Units	Amount	Count	Units	Amount	Count	Units	Amount
Patient Adjustments				Patient Receipts				Insurance Adjustments				Insurance Receipts
CH 28653	0	0	0.00	0	0	0.00	1	1	-1150.00	1	1	-3000.00
CH 45330	0	0	0.00	1	1	-135.00	0	0	0.00	0	0	0.00
CH 89212	0	0	0.00	1	1	-20.00	2	2	-30.00	2	2	-86.00
CH 89213	0	0	0.00	1	1	-25.00	0	0	0.00	0	0	0.00
<b>Totals for Provider</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>3</b>	<b>3</b>	<b>-180.00</b>	<b>3</b>	<b>3</b>	<b>-1180.00</b>	<b>3</b>	<b>3</b>	<b>-3086.00</b>

## 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.

Date: 5/12/2008		Referring Physician Revenue and Cash Analysis			Page: 1			
Time: 13:32:21		--- Month to Date Totals ---			--- Year to Date Totals ---			
Tran Type	Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
<b>Client: 10000 BEST CARE PHYSICIANS</b>								
<b>Referring Physician:</b>			<b>No Referring Physician</b>					
CH	29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	2	2	8300.00
CH	45330	SIGMOIDOSCOPY, DIAGNOSTIC	0	0	0.00	1	1	135.00
CH	81000	URINALYSIS WITH MICROSCOP	3	3	45.00	16	16	240.00
CH	86588	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	4	4	100.00
CH	90471	IMMUNIZATION ADMIN, SINGL	0	0	0.00	1	1	15.00
CH	90703	TETANUS IMMUNIZATION	0	0	0.00	1	1	20.00
CH	93000	EKG	3	3	135.00	14	14	630.00
CH	99212	EST PT-OFF VISIT,LIMITED,	1	1	75.00	52	52	3900.00
CH	99213	EST PT-OFF VISIT,LOW SEV,	1	1	85.00	3	3	255.00
CH	99214	EST PT-OFF VISIT,MOD-HIGH	1	1	95.00	4	4	380.00
CH	99215	EST PT-OFF VISIT,MOD-HIGH	0	0	0.00	1	1	105.00
CH	S2112	ARTHROSCOPY, KNEE	0	0	0.00	4	4	14000.00
<b>CH CHARGE</b>			<b>9</b>	<b>9</b>	<b>435.00</b>	<b>103</b>	<b>103</b>	<b>28080.00</b>
IA	AAHP	AETNA HEALTH PLAN ADJ	1	1	-15.00	1	1	-15.00
IA	ABCS	BC/BS ADJUSTMENT	0	0	0.00	1	1	-22.00
IA	AMC	MEDICARE ADJUSTMENT	0	0	0.00	2	2	-25.00
<b>IA INSURANCE ADJUSTMENT</b>			<b>1</b>	<b>1</b>	<b>-15.00</b>	<b>4</b>	<b>4</b>	<b>-62.00</b>
IA	BAHP	AETNA HEALTH PLAN RVMT	1	1	-50.00	1	1	-50.00

## 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.

Date: 5/12/2008		Referring Physician Revenue and Cash Analysis Summary						Page: 1
Time: 13:32:21		Client: 10000 BEST CARE PHYSICIANS						
Trans	Tran	--- Month to Date Totals ---			--- Year to Date Totals ---			
Type Code	Transaction Description	Count	Units	Amount	Count	Units	Amount	
<b>Referring Physician:</b>		<b>No Referring Physician</b>						
CH CHARGE	---	9	9	435.00	103	103	28080.00	
IA INSURANCE ADJUSTMENT	---	1	1	-15.00	4	4	-62.00	
IP INSURANCE PAYMENT	---	1	1	-50.00	4	4	-169.00	
PC PAYMENT AT DESK	---	1	1	-30.00	8	8	-225.00	
PM PAYMENT MAIL	---	1	1	-135.00	1	1	-135.00	
PO PAYMENT OTHER - CREDIT C	---	1	1	-25.00	1	1	-25.00	
<b>Totals for Referring Physician</b>								
No Referring Physician		14	14	190.00	121	121	27464.00	
<b>Referring Physician: ABE AARON, CYNTHIA K</b>								
CH CHARGE	---	0	0	0.00	2	2	90.00	
<b>Totals for Referring Physician</b>								
ABE AARON, CYNTHIA K		0	0	0.00	2	2	90.00	

## 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.

**Insurance Revenue and Cash Analysis**

Date: 5/12/2008  
Time: 13:32:21

Page: 1

Tran Tran --- Month to Date Totals --- Year to Date Totals ---  
Type Code Transaction Description Count Units Amount Count Units Amount

**Client: 10000 BEST CARE PHYSICIANS**

**Insurance Report Type: 006 BLUESHIELD**

Tran Type	Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
CH	81000	URINALYSIS WITH MICROSCOP	1	1	15.00	7	7	105.00
CH	86689	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	2	2	50.00
CH	93000	EKG	1	1	45.00	4	4	180.00
CH	99212	EST PT-OFF VISIT LIMITED	1	1	75.00	14	14	1050.00
CH	99213	EST PT-OFF VISIT LOW SEV	0	0	0.00	2	2	170.00
CH	99214	EST PT-OFF VISIT MOD-HIGH	0	0	0.00	3	3	385.00
<b>CH CHARGE</b>			<b>3</b>	<b>3</b>	<b>195.00</b>	<b>32</b>	<b>32</b>	<b>1840.00</b>
IA	AMC	MEDICARE ADJUSTMENT	0	0	0.00	1	1	-10.00
<b>IA INSURANCE ADJUSTMENT</b>			<b>0</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>1</b>	<b>-10.00</b>
IP	PB2S	BOBS PMT	0	0	0.00	5	5	-396.00
<b>IP INSURANCE PAYMENT</b>			<b>0</b>	<b>0</b>	<b>0.00</b>	<b>5</b>	<b>5</b>	<b>-396.00</b>
PC	CASH	CASH AT DESK	1	1	-20.00	3	3	-60.00
PC	CK	CHECK AT DESK	0	0	0.00	2	2	-40.00
<b>PC PAYMENT AT DESK</b>			<b>1</b>	<b>1</b>	<b>-20.00</b>	<b>5</b>	<b>5</b>	<b>-100.00</b>
<b>Totals for Insurance Report Type</b>								
<b>006</b>	<b>BLUESHIELD</b>		<b>4</b>	<b>4</b>	<b>115.00</b>	<b>43</b>	<b>43</b>	<b>1234.00</b>

Page 1 of 4  
Zoom (Page Width)

## 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.

Date: 5/12/2008		Type Revenue and Cash Analysis			Page: 1		
Time: 13:32:21		--- Month to Date Totals ---			--- Year to Date Totals ---		
Tran Code	Transaction Description	Count	Units	Amount	Count	Units	Amount
<b>Client: 10000 BEST CARE PHYSICIANS</b>							
<b>Tran Type: CH CHARGE</b>							
29863	ARTHROSCOPY HIP SURGERY	0	0	0.00	3	3	12450.00
45330	SIGMOIDOSCOPY, DIAGNOSTIC	0	0	0.00	1	1	135.00
81000	URINALYSIS WITH MICROSCOP	3	3	45.00	23	23	345.00
86588	STREPTOCOCCUS SCREEN DIRE	0	0	0.00	4	4	100.00
90471	IMMUNIZATION ADMIN, SINGL	0	0	0.00	1	1	15.00
90703	TETANUS IMMUNIZATION	0	0	0.00	1	1	20.00
93000	EKG	3	3	135.00	19	19	855.00
99212	EST PT-OFF VISIT,LIMITED	1	1	75.00	66	66	4950.00
99213	EST PT-OFF VISIT,LOW SEV.	1	1	65.00	7	7	595.00
99214	EST PT-OFF VISIT,MOD-HIGH	1	1	95.00	5	5	475.00
99215	EST PT-OFF VISIT,MOD-HIGH	0	0	0.00	1	1	105.00
S2112	ARTHROSCOPY, KNEE	0	0	0.00	4	4	14000.00
<b>Totals for Revenue Type</b>		<b>9</b>	<b>9</b>	<b>435.00</b>	<b>135</b>	<b>135</b>	<b>34045.00</b>
<b>Tran Type: IA INSURANCE ADJUSTMENT</b>							
AAHP	AETNA HEALTH PLAN ADJ	1	1	-15.00	3	3	-43.00
ABCS	BCBS ADJUSTMENT	0	0	0.00	5	5	-136.00



## 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.

The screenshot shows a PDF report with the following content:

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

**Aged Trial Balance by Financial Class**

Account/Fam	Patient Name	Pmd	Balance	Current	Over 30	Over 60	Over 90	Over 120
Client: 10000 BEST CARE PHYSICIANS								
Financial Class: AA AUTO ACCIDENT								
00000022 / 01	LABELLA, MICHAEL	RJ	135.00	0.00	0.00	0.00	0.00	135.00
Last Charge: 11/01/2007 Last Payment: 1/03/2002								
<b>Totals for Financial Class: AA AUTO ACCIDENT</b>								
			Balance	Current	Over30	Over60	Over90	Over120
			135.00	0.00	0.00	0.00	0.00	135.00
Financial Class: AHP AETNA HEALTH PLANS								
00000052 / 01	ASHER, RITA	RJ	305.00	0.00	0.00	0.00	0.00	305.00
Last Charge: 10/03/2007 Last Payment: 5/12/2008								
00000062 / 01	BRIGGS, ROGER	RJ	595.00	120.00	0.00	0.00	0.00	475.00
Last Charge: 5/12/2008 Last Payment: 5/12/2008								
00000089 / 01	CARR, THOMAS	RJ	130.00	0.00	0.00	0.00	0.00	130.00
Last Charge: 2/15/2002 Last Payment: / /								
00000080 / 01	GREEN, FRIEDA	RJ	288.00	0.00	0.00	0.00	0.00	288.00
Last Charge: 10/09/2007 Last Payment: / /								
00000189 / 01	JONES, STEVEN	RJ	75.00	0.00	0.00	0.00	0.00	75.00

Page 1 of 11 (Zoom Page Width)

## Aged Trial By Financial Class Summary

(AgedTriBalFclsSum.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.

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	13534.00	12.00	0.00	0.00	0.00	13522.00
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	35.45	21544.88	155.00	0.00	0.00	0.00	21389.88
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	1.30	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.

Date: 5/13/2008  
 Time: 9:00:24  
 Page: 1  
 Aged by Date Posted

Account/Fam	Patient Name	Pmd	Balance	Current	Over 30	Over 60	Over 90	Over 120
Client: 10000 BEST CARE PHYSICIANS								
Financial Class: AA AUTO ACCIDENT								
000000022 / 01	LABELLA, MICHAEL	RJ	135.00					135.00
Last Charge: 11/01/2007 Last Payment: 1/03/2008								
<b>Totals for Financial Class: AA AUTO ACCIDENT</b>								
			Balance	Current	Over30	Over60	Over90	Over120
			135.00	0.00	0.00	0.00	0.00	135.00
Financial Class: AHP AETNA HEALTH PLANS								
000000052 / 01	ASHER, RITA	RJ	305.00					305.00
Last Charge: 10/03/2007 Last Payment: 5/12/2008								
000000062 / 01	BRIGGS, ROGER	RJ	595.00	130.00				475.00
Last Charge: 5/12/2008 Last Payment: 5/12/2008								
000000089 / 01	CARR, THOMAS	RJ	130.00					130.00
Last Charge: 2/15/2002 Last Payment: / /								
000000090 / 01	GREEN, FRIEDA	RJ	288.00					288.00
Last Charge: 10/09/2007 Last Payment: / /								
000000188 / 01	JONES, STEVEN	RJ	75.00					75.00

Page 1 of 11 (Zoom/Page Width)

## 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**

Date: 5/12/2008 Time: 13:32:21 Page: 1  
Aged by Date of Service

Account/Fn	Patient Name	Balance	Current	Over 30	Over 60	Over 90	Over 120	Over 365
Client: 10000 BEST CARE PHYSICIANS								
Provider: RJ JOHNSON, ROBERT								
Financial Class: AA AUTO ACCIDENT								
0000022-01	LABELLA, MICHAEL	75.00	0.00	0.00	0.00	0.00	75.00	0.00
Last Charge: 11/01/2007		Last Payment: 1/03/2002						
<b>Totals for Financial Class: AA AUTO ACCIDENT</b>								
	Balance	Current	Over30	Over60	Over90	Over120	Over365	
	75.00	0.00	0.00	0.00	0.00	75.00	0.00	
Financial Class: AHP AETNA HEALTH PLANS								
0000052-01	ASHER, RITA	305.00	0.00	0.00	0.00	0.00	150.00	155.00
Last Charge: 10/03/2007		Last Payment: 5/12/2008						
0000062-01	BRIGGS, ROGER	595.00	120.00	0.00	0.00	0.00	0.00	475.00
Last Charge: 5/12/2008		Last Payment: 5/12/2008						
0000087-01	CALABRESE, ANGIOLINO	130.00	0.00	0.00	0.00	0.00	0.00	130.00
Last Charge: 1/15/2007		Last Payment: / /						
0000089-01	CARR, THOMAS	130.00	0.00	0.00	0.00	0.00	0.00	130.00
Last Charge: 2/15/2002		Last Payment: / /						
0000080-01	GREEN, FRIEDA	288.00	0.00	0.00	0.00	0.00	120.00	168.00

Page 1 of 14 Zoom (Page Width)

## 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 Reop							By Date of Service
Fcls	Description	Pct.	Balance	Current	Over 30	Over 60	Over 90	Over 120	Over 365
Client: 10000 BEST CARE PHYSICIANS									
Pmd: 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	785.00	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	8219.98
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.

Date 5/13/2008  
 Time 9:12:37

**Credit Balance Listing As Of May 13, 2008** Page: 1

Account	Xref	Patient Name	Last Service	Last Payment	Pmt	Fcls	Balance
<b>Client: 10000 BEST CARE PHYSICIANS</b>							
0000010/01		THOMAS, ANDREW	6/19/2008	5/13/2008	RJ	BCS	-240.00
<b>Total Credits for Client: 10000 BEST CARE PHYSICIANS</b>							<b>-240.00</b>

Page 1 of 1  
 Zoom (Page Width)

## 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.

Date: 5/12/2008  
Time: 8:23:04

Listing of Accounts Below Minimum Balance As Of  
May 12, 2008

Page: 1

Account	Xref	Patient Name	Fcls	Home Phone	Work Home	Insurance	Patient	Balance
<b>Client: 10000 BEST CARE PHYSICIANS</b>								
0000106/01		HOLT, EVELYN	MC	(212) 555-9011	(000) 000-0000	0.00	4.00	4.00
0000126/01		ROBERTS, CHARLES	MC	(414) 215-3555	(000) 000-0000	0.00	6.00	6.00
0000127/01		ROBERTS, DAVID	MC	(714) 512-3898	(000) 000-0000	0.00	6.00	6.00
<b>Total for Client: 10000 BEST CARE PHYSICIANS</b>						<b>0.00</b>	<b>16.00</b>	<b>16.00</b>

Page 1 of 1      Zoom (Page Width)

## 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.

Date: 5/12/2008  
Time: 8:23:04

Listing of Accounts Below Minimum Balance As Of  
May 12, 2008

Page: 1

Account	Xref	Patient Name	Fcls	Home Phone	Work Home	Insurance	Patient	Balance
<b>Client: 10000 BEST CARE PHYSICIANS</b>								
0000100/01		HOLT, EVELYN	MC	(212) 555-9011	(000) 000-0000	0.00	4.00	4.00
0000126/01		ROBERTS, CHARLES	MC	(414) 215-3555	(000) 000-0000	0.00	6.00	6.00
0000127/01		ROBERTS, DAVID	MC	(714) 512-3698	(000) 000-0000	0.00	6.00	6.00
<b>Total for Client: 10000 BEST CARE PHYSICIANS</b>						<b>0.00</b>	<b>16.00</b>	<b>16.00</b>

Page: 1 of 1  
Zoom (Page Width)



## 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.

Date: 5/12/2008  
Time: 13.32.21

**Monthly Log Posting**  
Posting Date: 5/12/2008

Client: 10000 BEST CARE PHYSICIANS  
Provider: RJ JOHNSON, ROBERT

Type: CH Charges

AccountFn	Patient Name	Diag1	Dates of Service	Proc	Amount	Dept	Control	Unit	Fds	Swt	Pnd	DB	PF
0000046.01	APONTESIERR, RAMONI	005.3	5/12/2008 5/12/2008	30214	95.00	010		00001	MC	OFF		P	0
0000046.01	APONTESIERR, RAMONI	005.3	5/12/2008 5/12/2008	31000	15.00	010		00001	MC	OFF		P	0
0000046.01	APONTESIERR, RAMONI	005.3	5/12/2008 5/12/2008	32000	45.00	010		00001	MC	OFF		P	0
0000047.01	ARNOLD, RITA	250.00	5/12/2008 5/12/2008	30212	75.00	010		00001	BCS	OFF		P	0
0000047.01	ARNOLD, RITA	250.00	5/12/2008 5/12/2008	31000	15.00	010		00001	BCS	OFF		P	0
0000047.01	ARNOLD, RITA	250.00	5/12/2008 5/12/2008	30000	45.00	010		00001	BCS	OFF		P	0
0000020.01	BRIGGS, ROGER	250.00	5/12/2008 5/12/2008	30212	85.00	010		00001	AHP	OFF		P	0
0000020.01	BRIGGS, ROGER	250.00	5/12/2008 5/12/2008	31000	15.00	010		00001	AHP	OFF		P	0
0000020.01	BRIGGS, ROGER	250.00	5/12/2008 5/12/2008	30000	45.00	010		00001	AHP	OFF		P	0
Total for Type CH:									435.00				

Type: IA Insurance Adjustments

Page 1 of 4      Zoom (Page Width)