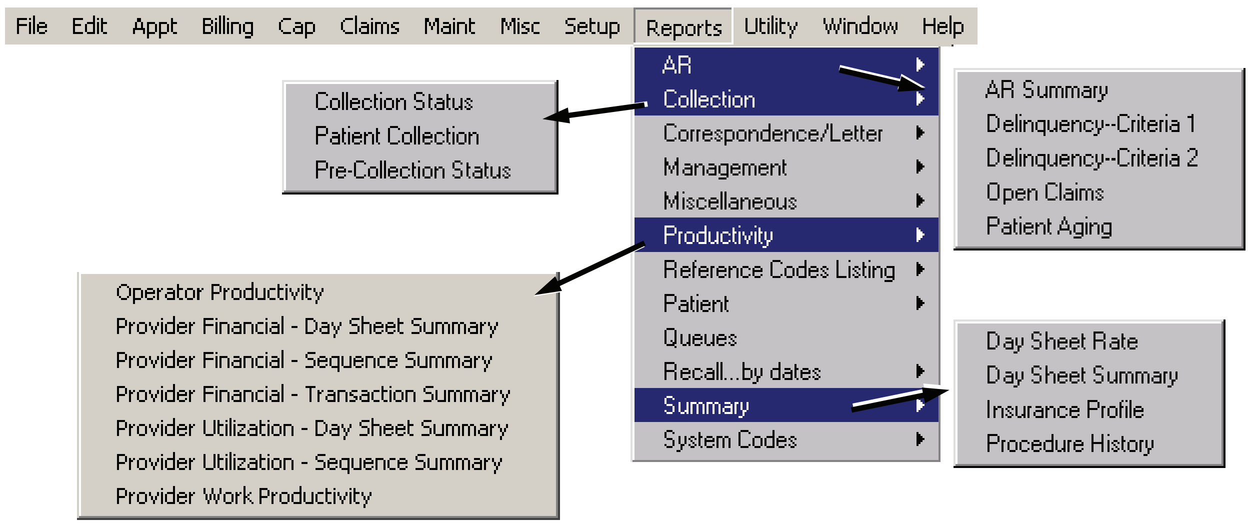
MicroMD™ Practice Excellence

Financial Reports

- View before printing
- Sort by column
- Show or suppress details
- Set date and patient ranges
- Search for selections or use drop-down lists to choose report options
- Queue reports
- Save report options
- Load report options
- Export results
- Create custom reports from Microsoft Access® and Crystal Reports

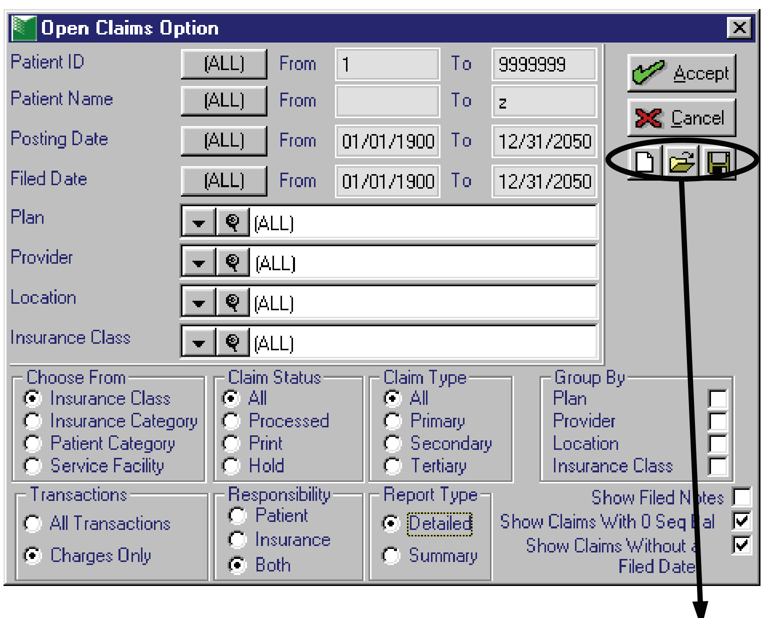


Each report has its own option window that displays all of the available criteria that can be used to define the parameters of the report.

Range control allows you to select dates to determine what information shows up on the reports.

Drop-down lists make it possible to multi-select items to include in the report. Also, a search option is available on these lists.

The Choose From, Claim Status, and Responsibility fields, which give the user many possibilities when generating reports, help make the reports very versatile to suit the needs of your practice.



Group By and *Type* options give you even more control over how the information is displayed

Save report option selections and load saved selections to make it easier to run reports using the same parameters. Once report options have been saved, the report can be queued to run at a later time.

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Explanation of Financial Reports

AR

- **AR Summary**—accounts receivable by a specific date range and either a detailed (day by day) or summary (month by month) report can be printed.
- **Delinquency-Criteria 1**—allows a *patient delinquency* report to be printed listing patient name, aging date, last payment date or balance range. It can be sorted by provider and by patient category.
- **Delinquency-Criteria 2**—either patient and/or insurance plan delinquency report can be printed listing patient name, posting date, filed date and balance range. Reports can be printed in summary or detail format and sorted according to providers and/or plans.
- **Open Claims—**claims already processed, ready to be filed, and claims on hold can be printed based on patient name, posting date, filing date and by plan. This report lists the plan's phone number, the patient's account number, the date the claim was filed, procedures billed, claim amount and lists patient or insurance responsibility.
- **Patient Aging—**generated based on patient aging, insurance aging, or both. Lists patient name, balance range, location, specific plans and can be sorted by provider, plan and location. Column headings can be sorted before the report is printed.

Collection

- **Collection Status**—prints patient demographic and billing information to give to the collection agency.
- **Patient Collection**—lists *Collection* and/or *Pre-Collection* patients complete with the billing notes.
- **Pre-Collection Status**—lists the patient name & ID, Pre-collection status, and balance due. This report can be printed with a specified minimum balance.

Productivity

- **Operator Productivity—**prints productivity for all or selected users. It lists total charges, payments, write-offs, and refunds posted by each user.
- **Provider Financial - Day Sheet Summary**—lists the percentage of payments collected and write-offs for each month over a specified period of time.
- **Provider Financial - Transaction Summary**—shows the productivity based on rendering/billing provider or location in terms of total charges, payments, write-offs, refunds and balance forward for a specified date range.
- **Provider Utilization - Day Sheet Summary**—prints a daily or monthly view of the day sheet totals for a specified period of time. Lists the payments, charges, write-offs and refunds for each month.
- **Provider Utilization - Sequence Summary**—prints the daily or monthly totals based on *when the payments were received,* not when the charges were posted.
- **Provider Work Productivity**—compares the productivity of providers based on the number of procedures performed and their RVU numbers.

Summary

- **Day Sheet Rate—**lists the summary of collection based on day sheet totals comparing two date ranges.
- **Day Sheet Summary—**shows the monthly total charges, payments, write-offs, and refunds for a specified period of time.
- **Insurance Profile—**compares total charges, payments, and write-offs posted for an insurance plan for two specified date ranges.
- **Procedure History**—lists a summary or count as well as charges for all or designated procedures comparing two date ranges.