

## Charge Slips & Day Sheets

**C**harge slips can be created within MicroMD or MS Word and used in MicroMD to print a charge slip for all patients being seen on any particular day. Furthermore, the program links the appointment module with the charge slip module to create a feature called "auto-load." With one mouse click, all the patients scheduled for any day are automatically displayed on the screen, and the user can print all of the charge slips for that day.

Charge Slip Day Sheet Date: 05/29/2002

Charge Slip Description: CARDIOLOGY

Word Text

8 10 12

**SERVICE**

OFFICE CONSULTATION - NEW

\_\_\_ Low Complexity

\_\_\_ Moderate Complexity

\_\_\_ High Complexity

INITIAL OFFICE VISIT - NEW

\_\_\_ Low Complexity

\_\_\_ Moderate Complexity

\_\_\_ High Complexity

OFFICE VISIT - ESTABLISHED PATIENT

\_\_\_ ASHD 414.01

Abnorm

**Charge Slip Options**

Print Insurance Info

Print Last Payment Date

Print Last Payment Amount

Print Patient Category

Print Medical Alerts

Print

Patient Aging  Planned Visits

Remarks  Appt Note

Chronic Diag  Last Diag

Employer  PCP

Creation Date  PostOp Date

Accept Cancel

Date: 5/29/2001 11:41 Slip No: 13 Patient Super Bill DaySheet: 5/23/2001

1002.0--SMITH, VANETTA T. Chart No: M1002.0 Provider On File: DAVIDSON, WILLIAM/ S

Address: 789 ROCHE WAY DR. Referred By: SMYTHE, JAMES R. (3)

BOARDMAN, OH 44512 PCP: SMYTHE, JAMES R. (3)

Phone: (330) 758-4511 Work: Creation Date: 11/8/1999 Cate:

S.S.No: 987-33-4456 DOB: 8/12/1939 Age: 61 Insurance Pmt: 11/02/1999 Amt:

Personal Dnt: 04/13/2001 Amt:

Chronic Diags: 285.90--ANEMIA ;300.00--ANX DISORDER

Medical Alerts: Account Holder: SEL

**Ins Info (1)**

Plan: 730-MEDICAL MUTUAL OF OHIO\*

Date: Lab: Tes

Policy: 987334456

Group No:

Insured: SMITH, VANETTA T CoPay: 10.00

Account	RESP.	Current	31 - 60	61 - 90	Over 90	Balance
Patient		0.00	0.00	0.00	13.10	13.10
Insurance		45.00	32.00	0.00	270.00	347.00
Aging		45.00	32.00	0.00	283.10	360.10
total						

PAYMENT CASH PAYMENT CHECK CREDIT CARD

**DIAGNOSIS**

789.0	ABDOMINAL PAIN	05411	HERPETHIC VAGINITIS	V57.0	POST OP	795.0	ABNORMAL PAP
621.3	HYPERPLASIA/ENDOMETRIUM	5141	SALPINGITIS, CHRONIC	626.0	AMENORRHEA	628.0	INFERTIL/ANNOVUL
302.70	SEXUAL DYSFUNCTION	299.8	ANDROGEN EXCESS	696.53	SMALL FOR DATES	628.2	INFERTIL/TUBAL
631	BLEPHITIS/ONYX	625.6	STRESS INCENTIVENCE	640.01	THREATENED AB	628.9	INFERTIL/UNSPEC
610.0	BREAST CYST	651.03	TWIN PREGNANCY	626.9	UNSPEC BLEADING	628.3	INFERTIL/UTERINE
611.79	BREAST DISCHARGE	V25.42	IUD (INCLUDE REMOVAL)	599.0	UTI	218.9	UTERINE FIBROIDS
611.72	BREAST MASS/IMP	V25.1	IUD INSERT	625.5	VAGINAL DISCHRG	627.3	VAGINITIS, ATROPH
611.71	BREAST PAIN/MASTODYNIA	656.63	LARGE FOR DATES	112.1	VAGINITIS, MONILIA	616.10	VAGINITIS/OLVOV
622.1	CERVICAL DYSPLASIA	653.53	MACROSOMIA	O76	VIRAL WORTS	642.43	PRE-ECLAMPSIA
616.0	NABOTHIAN CYST	627.2	MENOPASALAT/MACTERIC	658.03	OLIGOHYDRAMN	626.2	MENORRHAGIA
078.1	CONDYLOMA/VERRUCA	626.1	OLEGOMENORRHEA	620.2	OVARIAN MASS	625.4	PMS
595.0	CYSTITIS, ACUTE	627.9	PERMENOPAUSAL	625.9	PAIN, UNSPECIFIED	795.0	PAP SMEAR, ABNO.C
656.83	DECREASED FETAL MVWMT	V72.3	NORMAL EXAM	769.3	PELVIC MASS	256.4	POLYCYSTIC OVARY
656.4	DX/B	625.3	DYSMENORRHEA	617.0	ENDOMETRIOSIS	259.8	ERT/MNGMNT
610.1	FIBROCYSTIC BRST	V72.3	PAP SMEAR W/EXAM	V25.41	FULL SURVEILLANCE		

OTHER DIAG

**PROCEDURES**

99201	NEW PT LIMITED	76991	MAMMOGRAM	78818	BIO PROFILE	58300	IUD INSERTION
99203	NEW PT INTERMEDIATE	76700	SONO ABDOMINAL	78830	SIS	58301	IUD REMOVAL
99212	PT LIMITED	76805	OB ABDOMINAL	88160	BREAST PAP	5170	DIAPHYTTING
99213	PT INTERMEDIATE	76618	SONO PELV/TOP H	87510	CAT/THYROID/W/EX	02270	HEM/CULTURE
99214	PT EXTENDED	76886	GYN ABNORMAL	57454	COLPOSCOPY W/EX	03007	MC HEMOCULTURE
99272	2 <sup>ND</sup> OPINION	76830	GYN TRANSVAG	58100	ENDO. BX	80700	VGN/CULTURE
99242	CONSULT/INTERMEDIATE	59025	NST	89300	POST CORTAL TEST	36415	VENIPUNCTURE

OTHER PROCEDURES

The lower portion can be completely customized to list the diagnoses and procedures commonly used by the practice. You can create several charge slips for each provider, location, practice, etc. Common lab tests done at the office can also be listed to make posting to the patient's account easier. The system can be set up to print the charge slips to either dot matrix printers or laser printers (recommended).

**T**he upper portion of the charge slip is automatically filled in by the system:

- Patient's name
- Patient's address
- Chart number
- Provider on file
- Phone and work phone
- SS Number
- DOB & Age
- Referring doctor
- Creation date

The following information may be included or excluded from a charge slip:

- Aging
- Insurance information
- Last payment date
- Last payment amount
- Patient category
- Medical alert
- Remarks or appointment notes
- Chronic diagnoses or last diagnosis
- Employer or primary care physician

Local Authorized Reseller:  
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 Cross Lanes, WV 25356

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# The Day Sheet

MICROSYS MEDICAL Day Sheet Date: 5/23/2001

**Provider Summary**

Provider	Location	Charges	Payments	Writeoffs	Refunds
1-KUMAR, AJIT W	1-POLAND	\$470.00	(\$534.00)	(\$551.00)	\$0.00
	2-CANFIELD	\$266.00	\$0.00	\$0.00	\$0.00
*** Total ***		<b>\$736.00</b>	<b>(\$534.00)</b>	<b>(\$551.00)</b>	<b>\$0.00</b>
2-DAVENSON, WILLIAM	1-POLAND	\$56.00	\$0.00	\$0.00	\$0.00
		\$645.00	(\$184.00)	(\$76.00)	\$0.00
		<b>\$701.00</b>	<b>(\$184.00)</b>	<b>(\$76.00)</b>	<b>\$0.00</b>
		\$24.00	\$0.00	\$0.00	\$0.00
		<b>\$24.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

  

Writeoffs		Refunds	
	(\$627.00)		\$0.00
<b>(\$627.00)</b>		<b>\$0.00</b>	

  

Charges	Payments	Writeoffs	Refunds
\$220.00	\$0.00	\$0.00	\$
<b>\$220.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$</b>
\$220.00	\$0.00	\$0.00	\$
		<b>\$0.00</b>	<b>\$</b>

**Day's Totals:**

Accounts Receivable :	
Previous Total :	\$45,452.28
Day's Total :	\$116.00
Current Total :	\$45,568.28
Total Charges :	\$1,461.00
Total Payments :	(\$718.00)
Total cash payments :	(\$10.00)
Total other payments :	(\$708.00)
Total credit card payments:	\$0.00
(*Payments Applied To Co-Pay: 0.00*)	
Total Write-Offs :	(\$627.00)
Total Refunds :	\$0.00
Total adjustments -- reduce charges :	\$0.00
Total adjustments -- increase payments :	\$0.00
Total adjustments -- reduce payments :	\$0.00
Total adjustments -- increase charges :	\$0.00

  

Day's Summary		
Payments	Charges	Write-Offs
(\$718.00)	\$1,461.00	(\$627.00)

**Day Sheet Options**

Sort Order: Account (dropdown)

Show Operator: Posting (dropdown)

Show Plan Sum: Account (dropdown)

Show Payment Summary:

Show By Operator:

Buttons:

**T**he Day Sheet can be printed in:

- Posting order
- Patient account order
- Patient alphabetic order

Multiple day sheets can be kept in the system up to 14 days. Optional features also include being able to print showing operator summary, display plan summary, and print by operator.

The Day Sheet prints a record of all transactions posted during the day. This includes all charges, payments, refunds, and adjustments. **Even adjustments that may have been deleted from the patient's record will be printed (indicating which operator performed the transaction to protect the "audit trail").**

These totals are then printed according to:

- Provider per location
- Operator
- Insurance Class per insurance plan
- Payment Summary

MICROSYS MEDICAL

## Deposit Slip

Patient	Description	Cash	Non-Cash	Adjustment
<b>Payments</b>				
ALLEN, CALEB	CO-INSURANCE \$10.00			
ALLEN, CALEB	PAYMENT ANTHEM		\$20.00	
ALLEN, DARAL	CO-INSURANCE \$6.07			
ALLEN, DARAL	PAYMENT ANTHEM		\$87.93	
BARNES, KAREN A	CO-INSURANCE \$10.00			
BARNES, KAREN A	PAYMENT MEDMUT OH		\$30.40	
BESTWICK, GARY	PAYMENT ANTHEM		\$25.50	
BESTWICK, GARY	PAYMENT ANTHEM		\$32.90	
BESTWICK, NANCY	PAYMENT ANTHEM		\$20.80	
THOMAS, GEORGE	PAYMENT MEDMUT OH		\$82.47	
VERROCO, PAUL J	PAYMENT--CASH	\$10.00		
		<u>\$10.00</u>	<u>\$300.00</u>	
<b>Total deposit for the day:</b>		\$310.00		

**P**rinting the Deposit Slip shows all payments recorded to patient accounts, type of payment (insurance plan) and whether the payment was cash or non-cash (check or credit card).

At the time of printing the Day Sheet, the system also prompts the operator to print the **Charge Slip Report**. This report identifies all patients that had a charge slip printed, but had no other activity recorded to their account. This helps to identify patients that fail to show for an appointment or, for whatever reason, have *not* had charges added to their account.

The **Missing Charge Slip Report** generates similar information as the Charge Slip Report, but can be run at a later date and be set to include a date range. It retrieves a list of patients who had charge slips printed but did not have charges posted to their account.