NEXTGEN®EPM Accounts Receivable Reports

Overview

Introduction

The Accounts Receivable Reports within EPM include several reporting options in which to collect informational data to report on as well as provides a means to work your outstanding revenue. These report types are:

- Aging Analysis
- Billed Encounters
- Contractual Analysis
- Unapplied Amounts by Account, Encounter and Invoice
- Unbilled Encounters
- Collections: Account Summary
- Collections: Insurance Aging Analysis
- Collections: Insurance Detail
- Collections: Insurance Summary
- Collections: Collections Follow Up

To access the reports from the Main Toolbar go to Reports > Accounts Receivable.

Aging Analysis

The Aging Analysis reports charges under the primary payer/financial class. Transactions will display as indicated below:

- **By Line Item** - Shows each SIM balance on one line and the rendering and location pull from the charge line
- **By Encounter** - Shows the encounter balance on one line and the rendering and location will pull from the encounter
- You can "drill down" from the report to the encounter
- Charge Based Report
  - Pulls all charges according to the filters and their associated transactions
- In order for the outstanding balance to show on the report, the charge must meet the criteria selected in all filters.
- You can recreate AR from a prior time period to show the appropriate aging buckets and bottom line AR total; however, when running the By Line Item report, you cannot
reproduce responsible party from a prior period. Current history status charges will display balances in the patient bucket.

- **Filter 1 Options**
  - Runs only by Process Date (As Of Date)
  - Aging Dates determine which aging bucket the balance will resides
  - Encounter Statuses
    - If running for balancing purposes, all Encounter statuses should be selected.
    - If running for AR purposes, Billed, Unbilled and Rebilled Statuses are fine.
- Unless unapplied transactions are excluded, they will always show on the report. All Account level unapplied payments will show at the top of the report. Encounter unapplied payments that have been utilized will pull down under the sorting option.

| Note: | When running a Bad Debt Only report, you must exclude Unapplied Transactions. |

- Balances to the following reports if all statuses are included
  - Monthly Changes in AR
  - Collections: Insurance Aging Analysis
  - Collections: Insurance Detail
  - Collections: Insurance Summary

| Note: | If you are trying to balance these reports to another A/R report retrospectively, or the Monthly Changes in AR, you must include encounters in “History” and “Bad Debt” status. |

**Common uses include, but are not limited to:**
- Month end balancing purposes.
- Users can work their outstanding AR from this report.

**Billed and Unbilled Encounters**

Both the **Billed Encounters** and **Unbilled Encounters** reports are Encounter based reports that display data under the primary payer/financial class.

- You can "drill down" from the report to the encounter.
- Billed, Unbilled and Daily Encounters reports are identical to each other, except that different encounter statuses are selected on Filter 1.
- In order for the charges to show on the report, the charge must meet the criteria set in all filters.
Common uses include, but are not limited to:
- Monitor billed or unbilled encounters for a specific time period.
- Monitor encounters on a billing hold.

**Contractual Analysis**

The **Contractual Analysis** report is a line item report. Charges will display under the primary payer/financial class and transactions display under the actual payer/financial class chosen on the payment entry screen.
- You can "drill down" from the report to the encounter.
- Voided charges are excluded by default.
- Charge Based Report
  - Pulls all charges according to the filters and their associated transactions.
  - The charge must qualify for its associated payment to qualify.
- Should not be used for balancing to other NEXTGEN reports.
- The report consists of 3 major sets of columns, Allowed, Actual and Difference
  - Allowed amounts pull from the contract.
  - Actual amounts pull from the payment entry screen.
  - Difference is calculated by taking the allowed amount minus the actual amount.

**Filter 1 Options:**
- If only a charge date range is entered, then the report will pull all transactions associated to the charges that meet the criteria.
- If a transaction date filter is entered as well as a charge date, the report will return all charges that meet the criteria first and then go back and pull all transactions associated to those charges which were posted within the transaction date range only.
- If no charge date range is selected, the report will pull all charges from day one.

Common uses include, but are not limited to:
- Ensure contracts are set up correctly
- Ensure payers are paying the expected contract amount

**Unapplied Amounts by Account, Encounter and Invoice**

The **Unapplied Amounts by Account, Encounter and Invoice** report lists all current unapplied transactions.
- It is recommended that you run the report with the system default filters only.
- Valuing a date range on **Filter 1** changes the current outstanding credit balance figures. The results will show what was unapplied in the date range specified.
- You can "drill down" from this report.
- It is also recommended that you decrease unapplied amounts as much as possible before you run monthly reports. This keeps the information for aging categories, physicians and financial classes accurate for reporting.
Collections: Account Summary

The Account Summary report shows the total account balance on a single line.
- Charge Based Report which shows outstanding AR in the Insurance 1, Insurance 2, Insurance 3 and Patient buckets.
- This report is a ‘drill down’ Report.
- Using the "No self payment since" field in Filter 1 is useful to catch patients who are not paying their portion.
- Using the Budget options in Filter 1 is useful to capture patients who are on a budget plan.

Common uses include, but are not limited to:
- To show outstanding AR in the current Coordination of Benefits (COB) buckets.
- List accounts that have not made a payment within a specific time frame.
- To identify and monitor Budget Plans when selected accordingly on Filter 1

Collections: Insurance Aging Analysis

The Insurance Aging Analysis report is a charges based report. It pulls all charges according to the filters selected and their associated transactions. The charge must qualify in order for the associated transaction to qualify.
- Reports the charge and the balance under the current payer/financial class.
- Line Item based Report
  - By Line Item - Shows each SIM balance on one line and the rendering and location pull from the charge line
- You can "drill down" from the report to the encounter.
- Charge Based Report
  - Pulls all charges according to the filters and their associated transactions.
  - In order for the outstanding balance to show on the report, the charge must meet the criteria selected in all filters.
  - You can recreate AR from a prior time period to show the appropriate aging buckets and bottom line AR total; however, you cannot reproduce the responsible party from that prior period. Current history status charges will display balances in the patient bucket.

Filter 1 Options
- Runs only by Process Date (As Of Date)
- Aging Dates determine which aging bucket the balance will resides.
- Encounter Statuses
  - If running for balancing purposes, all Encounter statuses should be selected.
  - If running for AR purposes, Billed, Unbilled and Rebilled Statuses are fine.
- Unless unapplied transactions are excluded, they will always show on the report. All Account level unapplied payments will show at the top of the report. Encounter unapplied payments that have been utilized will pull down under the sorting option.
Note: When running a Bad Debt Only report, you must exclude Unapplied Transactions.

- Balances to the following reports if all statuses are included
  - Monthly Changes in AR
  - Aging Analysis By Encounter
  - Aging Analysis By Line Item
  - Collections Insurance Aging
  - Collections Insurance Summary

Note: If you are trying to balance these reports to another A/R report retrospectively, or the Monthly Changes in AR, you must include encounters in “History” and “Bad Debt” status.

Common uses include, but are not limited to:
- Month end balancing purposes.
- Report on outstanding AR by current financial class
- Users can work their outstanding AR from this report
- Insurance verses Patient Pay Balances

Collections: Insurance Detail and Collections: Insurance Summary

The Collections: Insurance Detail and Insurance Summary reports Charges under the primary payer/financial class. Transactions will display under the actual payer/financial class chosen on the payment entry screen. These reports will show the amount applied to each line item.

- Charge Based Report
  - Pulls all charges according to the filters and their associated transactions.
- Primary, Secondary and Tertiary payers can be selected on the columns tab and displayed on the report.
- You can "drill down" from the report to the encounter.
- You can recreate AR from a prior time period to show the appropriate aging and bottom line AR total; however, you cannot reproduce the responsible party from that prior period. Current history status charges will display balances in the patient bucket.
- Unlike other aging reports, these reports will display the aging in one column and in single digit increments. 1 = 0-30, 2 = 31-60, 3 = 61-90, 4 = 91-120, 5 = 121-160, 6 = 161-180, 7 = 181 and up.

Filter 1 Options:
- Runs by the current process date only.
- Aging Dates determine which aging bucket the balance will display.
- Encounter Statuses
  - If running for balancing purposes, all Encounter statuses should be selected.
  - If running to work AR purposes, Billed, Unbilled and Rebilled Statuses is fine.
• Unapplied transactions will always show on the report. They do not come off the report when applied to a line item. All Account level unapplied payments will show at the top of the report. Encounter unapplied payments that have been utilized will pull down under the sorting option.

**Note:** When running a Bad Debt Only report, you must exclude Unapplied Transactions.

• Balances to the following reports if all statuses are included
  Monthly Changes in AR
  Aging Analysis By Encounter
  Aging Analysis By Line Item
  Collections Insurance Aging

**Note:** If you are trying to balance these reports to another A/R report retrospectively, or the Monthly Changes in AR, you must include encounters in “History” and “Bad Debt” status.

**The Collections: Insurance Summary** report pulls and displays data exactly like the Collections: Insurance Detail report with the exception of the insurance balances roll up into the ins amt column.

**Common uses include, but are not limited to:**
• Month end balancing purposes.
• Users can work their outstanding AR from this report.

**Collections: Collections Follow Up**

The Collections: Collection Follow Up report pulls it’s qualifying encounters from the Encounter Maintenance.

• You must go into the patient Encounter Maintenance, Collections tab, and check the Follow-Up box and put in a Follow-Up Date.
• If the follow-up date is changed, the encounter is "crossed off", showing that the patient encounter has been worked.
• This is a "drill down" report.
• All filters are ‘and’ statements
  o In order for the charges and their associated transactions to show on the report, the charge must meet all criteria set in all filters.

**Common uses include, but are not limited to:**
• Collection work list