

# Monthly or Bi-Monthly Collection Reports

Reports Menu Option	Report Name	Results	Settings	Hints
Monthly Reports	<input checked="" type="checkbox"/> Account Receivable	Contains the up-to-the minute total of all account balances. Should run at the end of the last day of business for the Month, or the beginning of the first day.		
	<input checked="" type="checkbox"/> Aging 30 60 90	Catch all report that shows aging regardless of the patient has insurance or not.	Should set the options so that all balances are shown. Even the ones less than 90 days. Use the Options button and UnCheck the option that limits the report to items 90 days and older.	Run with different options. Run the full report without the payment details, to get a shorter report to review.
	<input checked="" type="checkbox"/> Active Payment Plans	If you extend payment plans to patients by using the terms window, this report will show the open or active ones.		
	<input checked="" type="checkbox"/> Orthodontic Payment Plans	Shows patients that have active Orthodontic payment plans, using the special orthodontic patient screens.		
Insurance Tracking	<input checked="" type="checkbox"/> Overdue Claims	Lists Insurance claims that haven't been paid.	You can set several options including running it for both Primary and Secondary claims.	We recommend setting the options to view detail information, and Sorting by Carrier, Patient, and Date.

# Monthly or Bi-Monthly Collection Reports

Reports Menu Option	Report Name	Results	Settings	Hints
Management Reports	<input checked="" type="checkbox"/> Balance List last visit date over 60 days.	Lists open balances older than the days you specified, in order by the highest balance first.	Recommend setting it at 60 days.	Helps you zero in on the largest balances owed first.
	<input checked="" type="checkbox"/> Claims Not Submitted	Lists Insurance claims that should have been submitted, but haven't.	Set the date back a week or so, that very recent visits aren't listed.	
Credit Balance Report	<input checked="" type="checkbox"/> Credit Report	Shows patients that have overpaid or insurance has overpaid, etc.	Typically set at -10 dollars.	Used to evaluate large credit balances to see if patient of insurance carrier should receive refund, etc.

# Monthly Recall Report (not Collections)

Recall Patient Report	<input checked="" type="checkbox"/> Recall Report	Can run to see what patients should have come in for recall but didn't. Also, what patients should be coming in the future.	Run both for past date ranges and future date ranges.
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Remember: There are many reports, these are the ones we recommend you print, evaluate and keep in a notebook.