

Aged Insurance Receivables

Click on the Reports menu, then Financial, then Aged Insurance Receivables.

The Aged Insurance Receivables report is the most powerful report in Clinic Pro for determining information on any uncollected billings. This report allows the user to specify whether it displays aged from the date that services occurred, or the date that they were billed. Also, the user can specify whether to group by insurance company, by patient, or by aging category (30 / 60 / 90). This report is extremely useful when checking on the insurance carriers that are chronically slow payers, or methodically don't pay.

Aged Insurance Receivables:1

Selection Criteria

Patients: All By Doctor: [Dropdown]

Age From: 01/28/2010 [Dropdown] Bill Date Service Date

Cutoff Date: 01/28/2010 [Dropdown] (Service)

Group By: Patient Insurance Carrier Aging Category

Report Type: Summary Itemized Detail

Include: Current 30 Days 60 Days 90 Days

Output Destination

Print Preview
 Send to Printer
 Save to File
 Save to Excel 5.0 File

Print **Close**

The report has three modes in which it can be printed.

Summary - The summary report will show the totals in each of the aging categories that you select. It is a good report to run to keep a handle on the overall receivables.

Itemized - The itemized report will show each line of transaction that comprises the overall total.

Detail - The detail report was created by special request for users of Clinic Pro. It is the most comprehensive report and includes each date of service as well as the contract number, the name and telephone number of the insurance company and the contact person. From this report, lies the ability to call any aged claim without even pulling up the insurance files.

Please always choose “Service Date” when running this report as the “Bill Date” reflects when your claims were billed. This date is subject to change, the service date is not.