

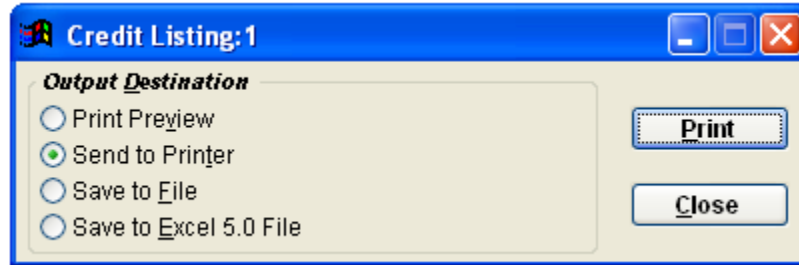
Insurance Credit Listing Reports

Click on the Reports menu, then Financial, then Credit Listing - Insurance.

A Credit Listing Report gives a breakdown of insurance credits that are current in your system; this report breaks the info down into four categories: Carrier, Payment Source, Credit Date, and Amount.

Should this report generate credits for you, announces that there are problems with some of your insurance payments. Understanding that insurance companies do not post credit payments as a practice means that an error has occurred while posting.

Please, see the training manual section “Insurance Credits” for resolution.



All the Clinic Pro reports have functionality that allows the information to be sent to various “output destinations:”

Print Preview allows you to view the report before sending it to the printer. You can print from the print preview.

Send to Printer is great when the report does not require viewing before printing.

Save to file will allow you to send this report to a designated folder, or drive, on your computer.

Save to Excel 5.0 interacts with the Microsoft Excel program. Obviously you will need to have this program to generate to this destination.