

## Patient Write Off Report

Click on the Reports menu, then Financial, then Patient Write Offs.

The patient write off report will give an itemized list of the entire write offs performed over a selected period of time on any patient balances. The write offs will be grouped by reason (write off, discount, coupon, etc). This report can be run over any range of dates by **Entry date** or **Service Date**.

- **Entry date** refers to the date the transactions are entered.
- **Service date** refers to the date of service or date of payment.
- Therefore, if a date of service is 01/10/08 but was entered on 01/11/08, a report done on the 10<sup>th</sup> will produce different results when run as entry date versus service date.
- To keep the reports consistent, Clinic Pro recommends running by **entry date** when double-checking data input or balancing end-of-day cash, and by **service date** for accurate dated financial information.

**Patient Writeoff: 1**

**Selection Criteria**

Patients:  All  By Doctor: [Dropdown]

Location: [Dropdown]

**Date Range**

Week From 01/26/2010 To 02/02/2010

Month February 2010  Year 2010

Range From 01/01/2010 To 02/02/2010

By:  Entry Date  Service Date

**Output Destination**

Print Preview

Send to Printer

Save to File

Save to Excel 5.0 File

Print

Close