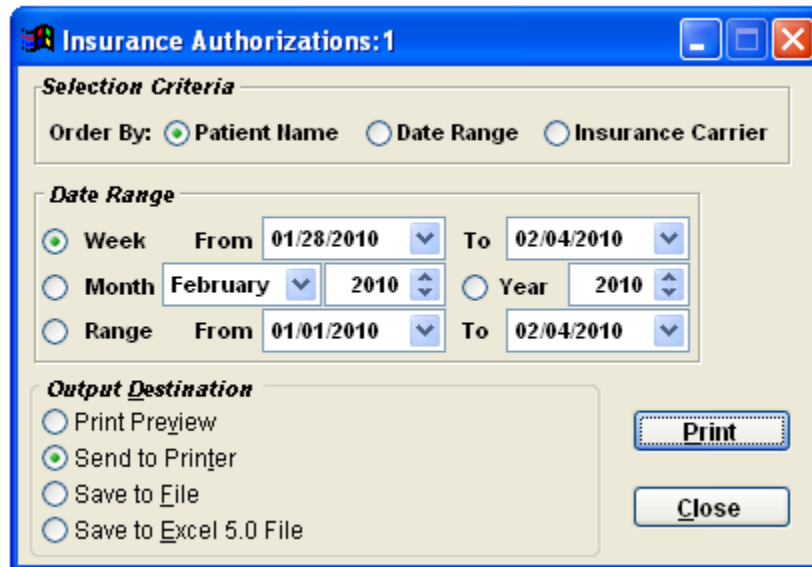


Insurance Authorizations Report

Click on the Reports menu, then Lists, then Insurance Authorizations.

The Insurance Authorizations report is a detailed list of authorizations given from insurances. This will print the name of the person, expiration date, insurance company, total visits, and approved dollar amount. This will only print out authorizations that have been added into the system via the Insurance & Dates screen or applied to transactions.



The screenshot shows a dialog box titled "Insurance Authorizations: 1". It contains three main sections: "Selection Criteria", "Date Range", and "Output Destination".

- Selection Criteria:** "Order By:" with radio buttons for "Patient Name" (selected), "Date Range", and "Insurance Carrier".
- Date Range:** Three options: "Week" (selected) with "From" (01/28/2010) and "To" (02/04/2010) dropdowns; "Month" with "February" and "2010" dropdowns and a "Year" (2010) dropdown; "Range" with "From" (01/01/2010) and "To" (02/04/2010) dropdowns.
- Output Destination:** Radio buttons for "Print Preview", "Send to Printer" (selected), "Save to File", and "Save to Excel 5.0 File".

Buttons for "Print" and "Close" are located on the right side of the dialog box.

This report can be run by Patient Name, Date Range, or Insurance Carrier.

You also have an option for running the report with a specified date range.