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Chapter 2
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Using Medisoft Reports

Day Sheets

The Medisoft **Day Sheets** answer three questions: “Who?,” “What?,” and “How Much?” These reports are used for daily reconciliation. To access the Day Sheets, click the **Reports** menu and highlight **Day Sheets**. There are three types of day sheets: **Patient Day Sheet**, **Procedure Day Sheet**, and **Payment Day Sheet**.

Patient Day Sheet

The **Patient Day Sheet** answers the **Who?** It lists the patient name, chart number, and the transaction details for the date range specified. To run this report, click on the Reports Menu, select Day Sheets, and then Patient Day Sheet. A window will pop up and ask you if you want to print this report or preview it to the screen. You will then get the **Data Selection Questions** where you will enter your filters and/or ranges. Typically, Day Sheets are run for the current day to balance out the day. There is a check box at the bottom of the Data Selection Questions window that, if checked, will show you your total accounts receivable at the end of the report. If you do not wish to see your total accounts receivable on your day sheet, leave this box unchecked.

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Click **OK**, and your report will either be printed or be displayed. *Figure 4.1.*

Happy Valley Medical Clinic									
Patient Day Sheet									
Ending 7/8/2004									
Entry	Date	Document	POS	Description	Provider	Code	Modifier	Amount	
AGADW000		Dwight Again							
22	11/21/2002	0211210000	11		REL	99213		60.00	
23	11/21/2002	0211210000	11		REL	72052		80.00	
24	11/21/2002	0211210000	11		REL	97010		10.00	
26	12/4/2002	0211210000		#23664	REL	MP		-48.00	
27	12/4/2002	0211210000		#23664	REL	MP		-63.00	
28	12/4/2002	0211210000		#23664	REL	MP		-8.00	
46	9/3/2002	0309030000	11		REL	73130		45.00	
47	9/3/2002	0309030000	11		REL	99213		60.00	
87	4/18/2004	0404180000	11		REL	99211		65,430.00	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$65,705.00		-\$119.00	\$0.00			\$65,586.00	
AUSAN000		Andrew Austin							
86	12/22/2003	0312220000	11		JM	CHECK		-25.00	
85	12/22/2003	0312220000	11		JM	CASH		-10.00	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$0.00		-\$35.00	\$0.00			-\$35.00	
BRJJA000		Jay Brimley							
30	3/25/2002	0303250000	11		MM	99214		65.00	
31	3/25/2002	0303250000	11		MM	97260		30.00	
33	3/25/2002	0303250000	11		MM	COPA Y10		-10.00	
83	12/22/2003	0312220000	11		MM	CIG		-200.00	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$9.500		-\$210.00	\$0.00			-\$115.00	
BRISU000		Susan Brimley							
36	1/16/2002	0201160000	11		MM	CIG		-48.00	
34	12/5/2002	0212050000	11		MM	99213		60.00	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$60.00		-\$48.00	\$0.00			\$12.00	
CATSA000		Sammy Catera							
77	12/6/2002	0212060000	11		MM	99213		60.00	
78	12/6/2002	0212060000	11		MM	81000		11.00	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$71.00		\$0.00	\$0.00			\$71.00	
DOEJA000		Jane S Doe							
49	12/6/2002	0212060000	11		JM	99213		60.00	
50	12/6/2002	0212060000	11		JM	73562		45.00	
51	12/6/2002	0212060000	11		JM	73610		55.00	
53	12/6/2002	0212060000	11		JM	COPA Y10		-10.00	
54	12/11/2002	0212060000			JM	MCP		-45.00	
55	12/11/2002	0212060000		Adjustment	JM	MCA		-5.00	
56	12/11/2002	0212060000			JM	MCP		-11.00	
57	12/11/2002	0212060000		Carrier 1 Deductible	JM	DEDUC		N/A	
		Patient's Charges		Patient's Receipts	Adjustments			Patient Balance	
		\$310.00		-\$25.00	\$0.00			\$285.00	
Printed on 7/8/2004 5:10:38 PM									
This program is registered to DEMO NOT FOR RESALE									
							Page 1		

Figure 4.1

The *Patient Day Sheet* also has a summary sheet at the end of the report. See *Figure 4.2*.

Happy Valley Medical Clinic	
Patient Day Sheet	
Ending 7/8/2004	
Total # Patients	12
Total # Procedures	27
Total Procedure Charges	\$67,263.00
Total Product Charges	\$0.00
Total Inside Lab Charges	\$22.00
Total Outside Lab Charges	\$45.00
Total Billing Charges	\$0.00
Total Tax Charges	\$0.00
Total Charges	\$67,330.00
Total Insurance Payments	-\$772.00
Total Cash Copayments	\$0.00
Total Check Copayments	-\$30.00
Total Credit Card Copayments	\$0.00
Total Patient Cash Payments	-\$32.00
Total Patient Check Payments	-\$213.00
Total Credit Card Payments	\$0.00
Total Receipts	-\$1,047.00
Total Credit Adjustments	\$0.00
Total Debit Adjustments	\$0.00
Total Insurance Debit Adjustments	\$0.00
Total Insurance Credit Adjustments	-\$85.00
Total Insurance Withholds	\$0.00
Total Adjustments	-\$85.00
Net Effect on Accounts Receivable	\$66,198.00
Practice Totals	
Total # Procedures	27
Total Charges	\$67,330.00
Total Payments	-\$1,047.00
Total Adjustments	-\$85.00
Accounts Receivable	\$66,198.00

Figure 4.2

This summary report will display the total number of patient seen and the dollar amount totals by procedure, payment, and adjustment codes. There is a *Net Effect on Accounts Receivable* total, which totals all of the charges, minus the payment and adjustments. Since this report is usually run for each day, this will give you the net revenue for the day. This can be a negative amount if you post more payments than charges for the day.

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