05.42 30/60/90 by Team/Payer

How to Run the Report

This report will show the balance for each Team/Payer based on the dates you indicate. For example, if you use the Thru date of the current day, the system will pull all balances remaining as of today. If you use a Thru Date of 01/01/2014, the system will pull all balances remaining as of that date. So, all payments after that date will not be included, and all amounts billed will not be included.

o **Yr/Mo** = This will determine the current month that will appear on the report. For example, if you choose February, these months will appear on the report in the following order: February, January, December, November, Older...
o **Thru** = The Thru date is the cutoff date of transactions to be used (ie. bank date of a payment or amount billed date).
o **Program(s) / Team(s)** = Filter report by entering program and/or team number(s). Or leave blank to select all.
o Put PPS Amount Billed Amounts in the Month the episode started, rather than in the month the RAP claim was created = If you would like this option, check the box. If not, leave the box blank.
o Print Options - Landscape and/or Export to Excel. If you chose the Export to Excel option, the spreadsheet will appear after you select Print and close out of the preview screen.
o Click on **Print**

How to Read the Report

o **Tm** = Team number assigned to the patient.
o **Program** = Program number and name.
o **Payer** = Payer number and name.
o **Balance Due** = Total balance due for that payer. This is based on the Yr/Mo and Thru dates selected to run the report.
o First Month/Second Month/Third Month/Fourth Month = The 4 months that appear on the report, will show payer balances for each individual month.
o **Older** = This column will show total balances for the older months. To find out what those months actually are, you can revise the Year/Mo For Current.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle51279.aspx