

END OF DAY

The End of Day option allows the user to check the following activities: User activity, Patient charges, diagnosis etc., Insurance claimed and received, Payments received through cash, check and credit.

There are four options associated to the End of Day listed as:

- Location End of Day
- Practice End of Day
- Batch End of Day
- End of Day History

LOCATION END OF DAY

Location End of Day allows you to perform End of Day for a specific location in a practice.

Select Location End of Day in E.O.D. from the main menu bar

The Location End of Day window will appear.

Field

Description

Last End Of Day Date

Gives the last date this option was run

End Of Day Date

The date for which it is to be run up to, i.e. the current date

Practice

User-defined short name of the practice

Location

User-defined short name of the location

Click the OK button.

The “Location Day End Summary” window appears.

The screenshot shows a window titled 'SequelMed Enterprise v10.0.0' with a menu bar (Patient, Schedule, Batch, Followup, E.O.D., Design, Profiles, Setting, Window, Reports, Exit) and a toolbar. The main window is titled 'Location Day End Summary' and displays the following data:

Day End Date	08/01/2001	Practice	ESC	Location	ESC-RIVER	User	SEQUELMED
# Referrals	0	# Charges	52	# Units Applied	54		
# Procedures	52	# Patients	0	# Diagnosis	118		
Claimed		Received		Others			
Ins Amt	12,200.00	2,750.00	Prior Adjust.	0.00	Credit Memo Appl	0.00	
Pat Amt	300.00	120.00	Today's Adjust.	0.00	Adv. Pymt. Recvd.	100.00	
			Discount	0.00	Adv. Pymt. Refused	0.00	
			Writeoff	300.00			
Charge Co pay	200.00	220.00					
Received Through							
Cash	100.00						
Check	3,000.00						
Credits	0.00						
TOTALS	3,195.00						

On the right side of the window, there are buttons for Reports, Print, Help, Cancel, and OK.

This window is divided into four sections. The first section provides the information about the following:

Field

Description

Day End Date

The current date

Practice

User-defined short name of the practice

Location

User-defined short name of the location

User

Name of the user name who performed the End of Day process

The second section provides the information about the following:

Field	Description
Referrals	Total number of referrals since the last End of Day
Procedures	Total number of procedures since the last End of Day
Total charges	Total charges since the last End of Day
Patients Visited	Total number of patients visited since the last End of Day
Units applied	Total number of units applied since the last End of Day
Total Diagnosis	Total number of diagnosis since the last End of Day

The third section provides the information about the following:

<u>Field</u>	<u>Description</u>
Ins Amt (claimed)	Total plan amount claimed since last End of Day
Ins Amt (received)	Total plan amount received since last End of Day
Pat Amt (claimed)	Total amount claimed from patient since last End of Day
Pat Amt (received)	Total amount received from patient since last End of Day
Charge Co pay (claimed)	Total charge co pay claimed since last End of Day
Charge Co pay (received)	Total charge co pay received since last End of Day
Prior Adjust	Total adjustments made from before last End of Day
Today's Adjust	Total adjustments made after last End of Day
Discount	Total discount given since last End of Day
Writeoff	Total write-offs since last End of Day
Credit Memo Appl	If selected at the time of payment as a mode of payment, it deducts the payment from the advance payment made by the patient
Adv Pymt. Recvd	Total advance payment received since last End of Day
Adv. Pymt. Refund	Total advance payment refunded since last End of Day

The fourth section provides information about the following:

<u>Field</u>	<u>Description</u>
<u>Received Through</u>	These are the amounts entered into the system

Cash	Total cash entered since last End of Day
Check	Total amount of checks entered since last End of Day
Credits	Total amount of credit cards entered since last End of Day
TOTALS	Grand totals

Button

Description

Reports

Used to print the End of Day reports. You can select the desired report from the following list: Day Sheet, Payment Ledgers, Verify End of Day. One or more reports can be selected at the same time by clicking the buttons simultaneously and can be printed by clicking the print button

Note: The End of Day reports are printed before clicking the OK button. Clicking the OK button completes the End of Day process. No changes or corrections can be made regarding the information since last End of Day after the OK button is clicked. When OK button is clicked it still verifies if the user really wants to end the day as a precaution.

In case the user wants to verify the information pertaining to the End of Day, it can be done by selecting the Before End of Day Verify from Accounting in the Reports option in the main menu bar. Details can be referred to in the documentation of Reports.

PRACTICE END OF DAY

Practice End of Day allows you to perform End of Day for a specific practice and all the locations in that practice.

Select Practice End of Day in E.O.D. from the main menu bar

The Practice End of Day window will appear.

Field

Description

Last End of Day Date

Gives the last date this option was run

End of Day Date

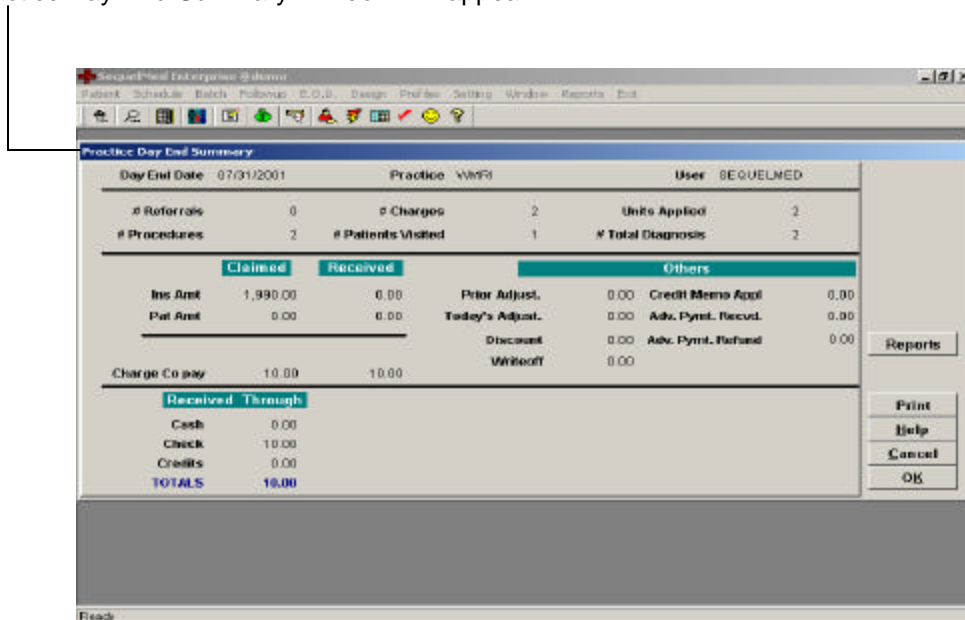
The date for which the end of day is to be run, i.e., the current date

Practice

Short name of practice

Click the OK button.

The "Practice Day End Summary" window will appear.



This window is divided into four sections. The first section provides the information about the following:

Field

Description

Day End Date

The current date

Practice

User-defined short name of the practice

User

Name of the user name who performed the End of Day process

The second section provides the information about the following:

<u>Field</u>	<u>Description</u>
Referrals	Total number of referrals since the last End of Day
Procedures	Total number of procedures since the last End of Day
Total charges	Total charges since the last End of Day
Patients Visited	Total number of patients visited since the last End of Day
Units applied	Total number of units applied since the last End of Day
Total Diagnosis	Total number of diagnosis since the last End of Day

The third section provides the information about the following:

<u>Field</u>	<u>Description</u>
Ins Amt (claimed)	Total plan amount claimed since last End of Day
Ins Amt (received)	Total plan amount received since last End of Day
Pat Amt (claimed)	Total amount claimed from patient since last End of Day
Pat Amt (received)	Total amount received from patient since last End of Day
Charge Co pay (claimed)	Total charge co pay claimed since last End of Day
Charge Co pay (received)	Total charge co pay received since last End of Day
Prior Adjust	Total adjustments made from before last End of Day
Today's Adjust	Total adjustments made after last End of Day
Discount	Total discount given since last End of Day
Writeoff	Total write-offs since last End of Day
Credit Memo Appl	If selected at the time of payment as a mode of payment, it deducts the payment from the advance payment made by the patient
Adv Pymt. Recvd	Total advance payment received since last End of Day
Adv. Pymt. Refund	Total advance payment refunded since last End of Day

The fourth section provides information about the following:

<u>Field</u>	<u>Description</u>
<u>Received Through</u>	These are the amounts entered into the system

Cash	Total cash entered since last End of Day
Check	Total amount of checks entered since last End of Day
Credits	Total amount of credit cards entered since last End of Day
TOTALS	Grand totals

Button

Description

Reports

Used to print the End of Day reports. You can select the desired report from the following list: Day Sheet, Payment Ledgers, Verify End of Day. One or more reports can be selected at the same time by clicking the buttons simultaneously and can be printed by clicking the print button

Note: The End of Day reports are printed before clicking the OK button. Clicking the OK button completes the End of Day process. No changes or corrections can be made regarding the information since last End of Day after the OK button is clicked. When OK button is clicked it still verifies if the user really wants to end the day as a precaution.

In case the user wants to verify the information pertaining to the End of Day, it can be done by selecting the Before End of Day Verify from Accounting in the Reports option in the main menu bar. Details can be referred to in the documentation of Reports.

BATCH END OF DAY

Batch End of Day allows you to perform End of Day for a selection of practice and all the locations in that practice. When you select Batch End of Day in E.O.D. from the main menu bar, the Batch End of Day Find Criteria window will appear:

<u>Fields</u>	<u>Description</u>
Practice	User-defined short name of the practice
Location	User-defined short name of the location
Enter End of Day Date	Enter the date for which you want to do the End of Day process up to

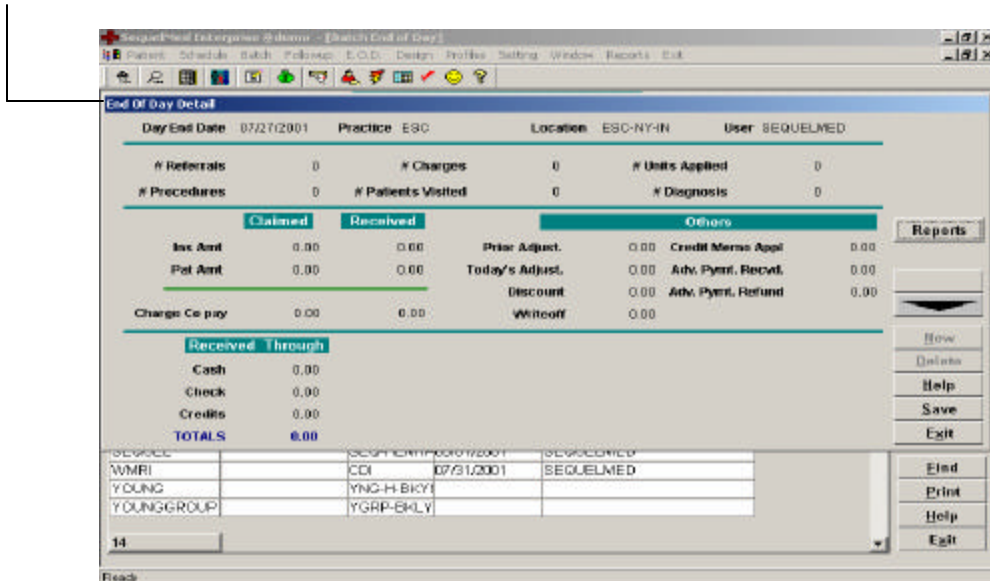
You can also:

Click Find to find all the locations in the enterprise or a specific practice. Highlight a location and click EOD to perform the End of Day for that location

Note: Multiple rows can be selected at the same time by clicking them in order to perform the End of Day for multiple locations in the form of a batch. For a location to appear in the Batch End of Day Detail window it is necessary for that location to have been gone through the End of Day process through the Location End of Day or Practice End of Day options in the E.O.D. drop down menu.

<u>Button</u>	<u>Description</u>
EOD	Performs the End of Day for selected rows.
Details	Shows you the End of Day window for the selected row
Reports	Lets you print the Day End Reports.

The “End of Day Detail” Window will appear. The End of Day Detail Window shows the following fields:



This window is divided into four sections. The first section provides the information about the following:

<u>Field</u>	<u>Description</u>
Day End Date	The current date
Practice	User-defined short name of the practice
Location	User-defined short name of the location
User	Name of the user name who performed the End of Day process

The second section provides the information about the following:

<u>Field</u>	<u>Description</u>
Referrals	Total number of referrals since the last End of Day
Procedures	Total number of procedures since the last End of Day
Total charges	Total charges since the last End of Day
Patients Visited	Total number of patients visited since the last End of Day
Units applied	Total number of units applied since the last End of Day
Total Diagnosis	Total number of diagnosis since the last End of Day

The third section provides the information about the following:

<u>Field</u>	<u>Description</u>
Ins Amt (claimed)	Total plan amount claimed since last End of Day
Ins Amt (received)	Total plan amount received since last End of Day
Pat Amt (claimed)	Total amount claimed from patient since last End of Day
Pat Amt (received)	Total amount received from patient since last End of Day
Charge Co pay (claimed)	Total charge co pay claimed since last End of Day
Charge Co pay (received)	Total charge co pay received since last End of Day
Prior Adjust	Total adjustments made from before last End of Day
Today's Adjust	Total adjustments made after last End of Day
Discount	Total discount given since last End of Day

Writeoff	Total write-offs since last End of Day
Credit Memo Appl	If selected at the time of payment as a mode of payment, it deducts the payment from the advance payment made by the patient
Adv Pymt. Recvd	Total advance payment received since last End of Day
Adv. Pymt. Refund	Total advance payment refunded since last End of Day

The fourth section provides information about the following:

<u>Field</u>	<u>Description</u>
<u>Received Through</u>	These are the amounts entered into the system
Cash	Total cash entered since last End of Day
Check	Total amount of checks entered since last End of Day
Credits	Total amount of credit cards entered since last End of Day
TOTALS	Grand totals

<u>Button</u>	<u>Description</u>
Reports	Used to print the End of Day reports. You can select the desired report from the following list: Day Sheet, Payment Ledgers, Verify End of Day. One or more reports can be selected at the same time by clicking the buttons simultaneously and can be printed by clicking the print button

Note: The End of Day reports are printed before clicking the OK button. Clicking the OK button completes the End of Day process. No changes or corrections can be made regarding the information since last End of Day after the OK button is clicked. When OK button is clicked it still verifies if the user really wants to end the day as a precaution.

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END OF DAY HISTORY

Selecting this option from the E.O.D. drop down menu opens up the End of Day History window. This window lets you find the previous End of Days performed on the various locations or practices based on the criteria you specify.

<u>Field</u>	<u>Description</u>
Practice	User-defined short name of the practice
Location	User-defined short name of the location
Day End From Date	Specify the date which you want the end of day process to start from
Day End To Date	Specify the date which you want the end of day process up to

Clicking the Details button will show you the End of Day Summary for the selection in the form of "End of Day Detail" Window. The fields for the End of Day Detail Window are as follows:

The screenshot shows the 'End of Day Detail' window with the following data:

Day End Date		Practice	Location	User	
07/27/2001		ESC	ESC-NY-IN	SEQUELMED	
# Referrals	0	# Charges	0	# Units Applied	0
# Procedures	0	# Patients Visited	0	# Diagnosis	0
Claimed		Received		Others	
Inc Amt	0.00	Prior Adjust.	0.00	Credit Memo Appl	0.00
Pat Amt	0.00	Today's Adjust.	0.00	Adv. Pyrrt. Recvd.	0.00
		Discount	0.00	Adv. Pyrrt. Refund	0.00
Charge Co pay	0.00	Writeoff	0.00		
Received Through					
Cash	0.00				
Check	0.00				
Credits	0.00				
TOTALS	0.00				

Date	Practice	User	Date	Charges	Received	Others
05/01/2001	ESC-SHMT	SEQUELMED	05/01/2001 00	0.00	0.00	0.00
05/01/2001	NAT-UDALE	SEQUELMED	05/01/2001 00	0.00	0.00	0.00
05/01/2001	SEQ-HEMT	SEQUELMED	05/01/2001 00	10.00	0.00	0.00
11/24/2000	ESC-NY-IN	SEQUELMED	05/01/2001 00	0.00	0.00	0.00
				145.00	4,997.00	0.00

This window is divided into four sections. The first section provides the information about the following:

<u>Field</u>	<u>Description</u>
Day End Date	The current date
Practice	User-defined short name of the practice
Location	User-defined short name of the location
User	Name of the user name who performed the End of Day process

The second section provides the information about the following:

<u>Field</u>	<u>Description</u>
Referrals	Total number of referrals since the last End of Day
Procedures	Total number of procedures since the last End of Day
Total charges	Total charges since the last End of Day
Patients Visited	Total number of patients visited since the last End of Day
Units applied	Total number of units applied since the last End of Day
Total Diagnosis	Total number of diagnosis since the last End of Day

The third section provides the information about the following:

<u>Field</u>	<u>Description</u>
Ins Amt (claimed)	Total plan amount claimed since last End of Day
Ins Amt (received)	Total plan amount received since last End of Day
Pat Amt (claimed)	Total amount claimed from patient since last End of Day
Pat Amt (received)	Total amount received from patient since last End of Day
Charge Co pay (claimed)	Total charge co pay claimed since last End of Day
Charge Co pay (received)	Total charge co pay received since last End of Day
Prior Adjust	Total adjustments made from before last End of Day
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Adv Pymt. Recvd	Total advance payment received since last End of Day
Adv. Pymt. Refund	Total advance payment refunded since last End of Day

The fourth section provides information about the following:

<u>Field</u>	<u>Description</u>
<u>Received Through</u>	These are the amounts entered into the system
Cash	Total cash entered since last End of Day

Check	Total amount of checks entered since last End of Day
Credits	Total amount of credit cards entered since last End of Day
TOTALS	Grand totals

Button

Description

Reports

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END OF DAY REPORTS

Day Sheet Report

Description: This report shows the daily charges and payments due applied towards plans and patients. It shows the method by which the payments were made and if there was any adjustment associated to each visit/charge.

Purpose: This report shows all the receivables and payments between the last End of Day and the current day.

Information Provided: Practice, location, patient account #, patient first name, patient last name, plan, date of service, plan charges, patient charges, cash payments, credit payments and adjustments.

Payment Ledgers Report

Description: This report shows the daily payments so that the practice can use this report for payment reconciliation. This summary will show all the payment ledger entries since the last End of Day.

Purpose: This report is used to see all the payments that have been received. You can use this to fill out a bank deposit slip.

Information Provided: Practice, location, ledger entry description, patient account number, patient first & last name, payment type, check number, amount of transaction, user name who made those transactions, system date & time of transaction.

Verify End of Day Report

Description: This report shows the daily account receivable activity so that the practice can check and correct the amounts before end of the day. This will show all the entries since the last End of Day.

Purpose: This report is used to see how many patients have come in for the day and what are their charges and payments. It also shows if you have printed a claim for any of these charges.

Information Provided: Date of service, patient account number, claim printed, plan, provider, plan charges, plan payments, patient charges, patient payments, co pay applicable, co pay received, referring provider, units, CPT, ICD 9, patient first name, patient last name, ledger entry description, payment type, payments, user name who entered transactions, system date & time of transaction, itemized totals, adjustments, advance payments & refunds.