



End-of-Day Processing (Dental Batches)

To successfully “close” out a batch for the current day, it is imperative that you run each of the below reports in the sequence outlined. It is the responsibility of each Dental Office Assistant to “close” out their active batches before leaving at the end of the business day.


The following **Charge Entry** reports must be ran:

- Patients Checked In and Not Checked Out
- Batch Journal By Order Entry
- Deposit Reconciliation

The following items must be checked in **External Transactions**:

- Show Ready to Process
- Show All Errored
- Show Tx Post Checkout

Running Reports in Charge Entry

1. Navigate to the **Charge Entry** module .
2. Click **Charges** on the toolbar.
3. Click **Print**.
4. Click **Reports**.
5. Click **Daily and Batch**.
6. Select the name of the report needed.

Patients Checked In and Not Checked Out

1. Select the search criteria **Check-In Date**. Enter the search criteria data in the appropriate field and select **and** (Example: “**Is**” = 10/02/2011).
2. Select the search criteria **Office Location Name**. Enter the search criteria data in the appropriate field and select **and** (Example: “**Contains the Text**” = Dental).
3. Select **Print Now** to run the report.

4. Verify this report is empty. All patients checked in should be checked out unless they are purposely being left due to issues with the claim such as:
 - Missing Charges

External Transactions

1. Select **View** then select **External Transactions**.
2. Review the **Show Ready to Process** window to ensure all current day patients external transactions have been linked to today's encounter in **Charge Entry**.
3. Review the **Show All Errored** category by unchecking **Show Ready to Process** and checking **Show All Errored** and then select **Find Now**. Review the errored transactions, by selecting the transaction, click **Go to Encounter** and reset the encounter by choosing **Reset** and **Reset all Codes and Claim Data**.
4. Review the **Tx Post Checkout** category by unchecking **Show All Errored** and checking **Tx Post Checkout** and then select **Find Now**. Review the transactions, by selecting the transaction, click **Go to Encounter** and reset the encounter by choosing **Reset** and **Reset all Codes and Claim Data**.

Batch Journal by Order Entry

5. Select the search criteria **Batch Number**. Enter the search criteria data in the appropriate field and select **and** (Example: "Is" = 132).
6. Select **Print Now** to run the report.

7. Review the report to verify accuracy of all encounters in the batch
 - Check for Diagnosis Code(s)
 - Check for Insurance
 - i. Verify if insurance should be on encounter, add insurance to encounter if needed
 - ii. If no insurance is verified, check for Sliding Fee Scale Application

Total # of Claims: /

Patient #: [REDACTED] Enc ID: 1547 Order Entry Date: 12/20/2014 7:37AM Guar #: [REDACTED] Guar. Name: [REDACTED] Acct Stat: None
 Patient: [REDACTED] Ref Doc: 2-SCHDC MEDICAL Check In: 12/20/2014 7:47AM
 DOB: [REDACTED] Fin Group: 2-SUSQ COMM HEALTH AND DENTAL CLIN Bill Clinician: 2-YEKALO BEYENE, MD FAMILY PRACTICE Check Out: 12/20/2014 8:36AM
 Gender: F Auth #: Doc Ind: eSuperbill: Yes
 Pat Status: Referral #: Injury Date: Date Last Seen: Last Visit:
 Chart #: [REDACTED] Predetermination #: LMP Date: by Ref Doc: Last Seen:

Diag Rank	Diag Code	Diagnosis Description	InsRank	Plan Code/Description	File Method	Policy Holder	Rel to Holder	Policy #	InsStatus
1	461.0	ACUTE MAXILLARY SINUSITIS	1	M016 M-GEISINGER FAMII	HCFA - ELECTRONI	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Trans Code	Mod	Transaction Description	From/ To Dates	Qty/ Ref #	Unit Price	Amount DxRef	NDC	Dosage	Coins	Copay	ExamProv	File Meth	Batch#	Private
99213		OFFICE/OUTPATIENT VI	12/20/14-12/20/14	1	91.00	91.00 1					2-BEYENE,YEKALO, MD	E-HCFA	132	

Visit Total Charges	\$	91.00	Visit Total Payments	\$	0.00	Total Adjustments	\$	0.00	Visit Total	\$	91.00
Visit Count Charges		1	Visit Count Payments		0	Count Adjustments		0	Visit Count Total		1

Claim Remarks:

Deposit Reconciliation

1. Select **Charges** → **Print Reports** → **Deposit Reconciliation**.
2. Select the search criteria **Payment Date**, **Location**, and **Users** as appropriate.



3. Click **Perform Search**.
4. Print Report and match receipts/monies in cash drawer to **Deposit Reconciliation Report**. Once all transactions are verified check the **Balanced** box next to each transaction and **Close** the report.

Drag a column header here to group by that column. You may group by more than one column at a time.

	Balanced	Reconciled	Collected By	Payment Date	Deposit Date	Batch ID
	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	12/20/2014		
	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	12/19/2014		

Results = 2

Total CASH Payments:\$10.00	Total CASH Reversals:\$0.00
Total CHECK Payments:\$0.00	Total CHECK Reversals:\$0.00
Total CREDIT CARD Payments:\$20.00	Total CREDIT CARD Reversals:\$0.00
Total OTHER Payments:\$0.00	Total OTHER Reversals:\$0.00
TOTAL DEPOSIT:\$30.00	TOTAL REVERSALS:\$0.00

Flagging Batch for Review

After running all reports you will need to mark the batch **Ready for Review**

1. Click **Charges** in the toolbar.
2. Click **Change Batch**.
3. Click **Clear**.
4. Click **Find Now**.
5. To flag a batch, right-click in the appropriate **Batch Status** field to flag the batch with a **Ready for Review** status.