




## End-of-Day Processing (Medical 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 Medical 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:

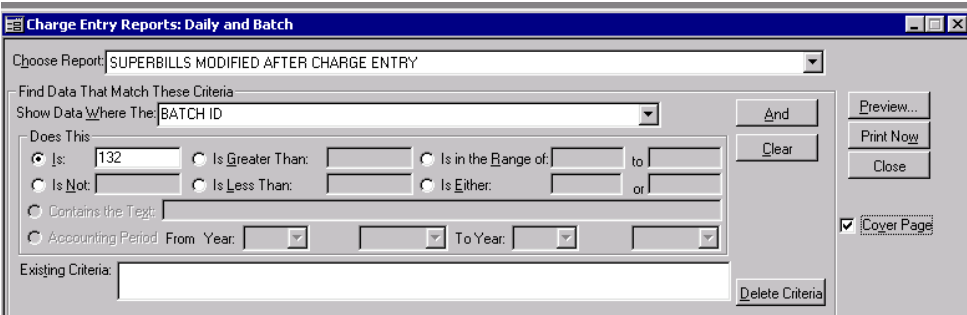
- SuperBills Modified After Charge Entry
- Patients Checked In and Not Checked Out by Exam Provider
- Batch Journal By Order Entry
- Deposit Reconciliation

### 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.

### SuperBills Modified After Charge Entry

1. Select the search criteria **Batch ID**. Enter the search criteria data in the appropriate field and select **and**.  
(Example: “**Is**” 232)
2. Select **Print Now** to run the report.



- Review the report for any encounters that may have had codes added to the SuperBill after the patient has been checked out.
- If an encounter is listed on this report, access the encounter in **Charge Entry**:
  - Access the encounter by entering the claim number (claim number, encounter number, and visit number are the same thing in the software).
  - Enter and click **Reset**. This will reverse the checkout of the encounter. It will automatically close.
  - Access the encounter again. All codes will populate on **Charges** tab.
  - Checkout the encounter as per normal.

## Patients Checked In and Not Checked Out by Exam Provider

- Select the search criteria **Check-In Date**. Enter the search criteria data in the appropriate field and select **and** (Example: **"Is" = 10/02/2011**).
- Select the search criteria **Exam Provider Last Name**. Enter the search criteria data in the appropriate field and select **and** (Example: **"Contains the Text" = Peterman**).
- Select **Print Now** to run the report.

- 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 Diagnosis Codes
  - Missing E&M Visit Codes
  - Missing NDC Codes on Immunizations/Injectables

## Batch Journal by Order Entry

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

3. 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
  - Check for E&M Visit Code
    - i. If no visit code is applied or more than one visit code without a modifier is applied then proceed to the **SuperBill** and **Flag** the encounter to the **Examining Provider** for review and correction.
    - ii. After flagging the encounter to the Examining Provider, reset the encounter by selecting **Reset** and **Reset all Codes and Claim Data**

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

Trans Code	Mod	Transaction Description	From/ To Dates	Qty/ Ref #	Unit Price	Amount	Dx/Ref	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.

	<input type="checkbox"/> Balanced	<input type="checkbox"/> Reconciled	Collected By 	Payment Date 	Deposit Date 	Batch ID
	<input type="checkbox"/>	<input type="checkbox"/>		12/20/2014		
	<input type="checkbox"/>	<input type="checkbox"/>		12/19/2014		
Results = 2						

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

## 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.