

Practice Management

USER MANUAL

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4.0 General Reports

4.1 Financial

Activity Summary

The Activity Summary creates a report by provider or insurance company to show all activity for a single date or a range of dates. This report allows you to evaluate a physician or insurance company for productivity.

- Select Physician or Insurance in drop down.
- Enter date parameters
- Click OK
- To generate the report, click on the Generate Report icon at the top of the screen

Claim Status

Report that is used to review where a claim is at in the claim timeline process

Collections

The Collections Report allows you to select a patient and view patient's collection activity.

- Select the Patient
- To generate the report, click on the Generate Report icon at the top of the screen

Daily and Monthly Activity Summary

The Daily and Monthly Activity Summary allows you to view

Day List Summary

The Day List Summary generates a report of transactions for selected date or range of dates.

- Select date range

- To generate the report, click on the Generate Report icon at the top of the screen

Deleted Payments

The deleted payments report will show you a list of any previously entered payments that have been deleted for any date or date range selected. This report is beneficial in monitoring staff.

- Select date range
- Select From and To Amounts
- To generate the report, click on the Generate Report icon at the top of the screen

Deposits

The Deposits Report will show you deposits created by day, week, or month.

- Select date range
- To generate the report, click on the Generate Report icon at the top of the screen

HCFA 1500 Form

Used to print a manual HCFA 1500 red and white form on white paper.

HCFA 1500 Form for printing

Used to print a manual HCFA 1500 form utilizing pre-printed forms.

Insurance Aging

This report shows you claim detail by insurance carrier and date range.

Insurance Aging Summary

This report shows you total monies outstanding by insurance carriers within a specified date range.

Insurance Collection

This report shows you total monies collected by insurance carriers within a specified date range.

Insurance Companies

Allows you to view detailed information on selected insurance carrier.

Patient Aging

Generates a report by aging detail of outstanding balances for selected patients

Patient Collection

Generates a report of all patients with outstanding balances turned over to collection process.

Patient Day Sheet

Utilized to create your end of day calculations. Select by date range and generate report.

Patient Ledger

Used to generate a report by patient of patient's financial history.

Patient Remainder Aging

Used to generate a report by patient to show patients that have remainder balances after all insurance monies are received.

Patient Remainder Statement

Allows you to print patient statements for all patients with remainder balances.

Patient Statement

Allows you to print a statement for an individual patient.

Production by Insurance, Procedure and Provider

Used to create a report showing volume generated by date range of an Insurance Carrier, Procedure Code or Provider.

Refund

Used to generate a report of patients with negative balances for refunding.

4.2 Operations

CDSS Rule Log

This report will show a list of all CDSS rules created by your practice. These rules are created in Administrative Set Up.

Notification Encounters by User

This report allows the Administrator to generate a list by Provider of CDSS rule notifications sent during a patient encounter.

Notifications by Patient

This report generates a list of all patients that meet the criteria for a selected CDSS Rule. Administrator can choose a specified CDSS rule from the Parameter Value Look Up box.

Practice Analysis

This report gives the practice the ability to monitor procedures by provider. Administrator can generate the report by CPT/HCPCs codes and specified date range.

Referral Lists

This report will provide your practice with a list of all referrals created by provider or providers. Administrator can generate the report by Patient, Referral type, Specialties, Facilities and Report Received status within a specified date range.

Summary

This report will provide your practice with a list of summaries created in specified date range. Summary Status selected can be All, In Process, Finalized or Checked.

Task Status

This report provides a list of all tasks and their current status. It can be generated by specified date range, who the task was assigned to, assigned by and the current status. Current status selected can be All, Active, Completed, Cancelled or Reassigned.

4.3 Labs

Lab

This report generates a summary of labs ordered within a specified date range.

Lab Receipt Count

This report generates a summary of lab reports received within a specified date range.

Timeline

This report generates a detailed list by selected date range of patients and ordered labs.

4.4 LISTS

CPT Code List

Creates a list of patients by CPT codes by specified date range.

Procedures

Creates a list of procedures performed within your practice. Procedures are set up in Office Configuration by your administrator.

Providers

This creates a list of all Providers with their User name, NPI and License Number. Providers are set up in Administration.

4.5 SYSTEM

Audit Log

This creates a report of all actions performed within AstralJet Software. Report provides detail of the user, table name and date of actions.

Logged in Users

This creates a report in real time of all users logged into AstralJet Software.

4.6 AMC

- Meaningful use sets specific objectives that eligible providers and hospitals must achieve to qualify for Centers for Medicare and Medicaid Services Incentive Programs.
- AstralJet V4.1 is Meaningful Use Stage 2 Certified Software.
- The AMC report uses your structured data entered within our software, displays it in report format and transmits it to our reporting partners.
- Choose Stage 1 if this is the first time you are attesting to CMS. Choose Stage 2 if you have successfully completed Stage 1.
- This report is automated and can be used to check your status in real-time and also be used for reporting to CMS.