NextStep Billing Reports

Last Modified on 07/23/2024 12:05 pm EDT

> **Path: Reports > Billing Reports**

About

Like most reports, the data produced in NextStep Billing Reports is driven by a selected date or date range. There are several date options to choose from when running reports in the Billing Engine. It's important to note what the different date options refer to so that you understand the data that is displayed:

- **Event Date**: Date of service
- **Billing Date**: Line Item creation date; for example, the date the Line Item was processed from a Service or the date that a payment was posted that created a Line Item.
- **Invoice Date**: Last date the print status was changed to "N" (last date Line Items were sent on a claim)
- **Remit Date**: Payment date from EOB or ERA file
- **Posted Date**: Date the transaction was posted
- **Control Date**: Last time a record was changed

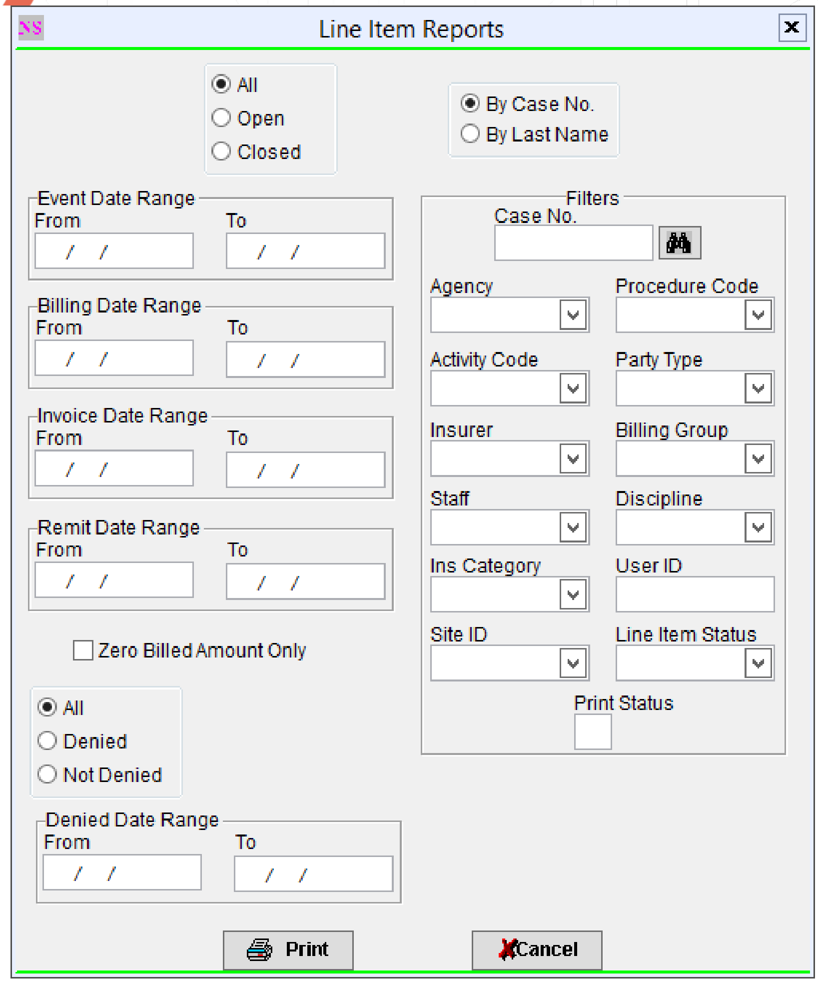
Below, you will find a list of the most commonly used Billing Reports in NextStep Billing and their descriptions. All reports can be previewed, printed, or exported.

- Line Item Report
- Transaction Report
- Aged Accounts Receivable Report
- Accounts Receivable Report
- Bill Status Report
- Client Insurance Caps Report

Line Item Report

This report is used for detailed viewing of specific Line Items. It shows Line Items billed, paid, and adjusted amounts, and whether or not they have been sent to a payer. This report answers questions like:

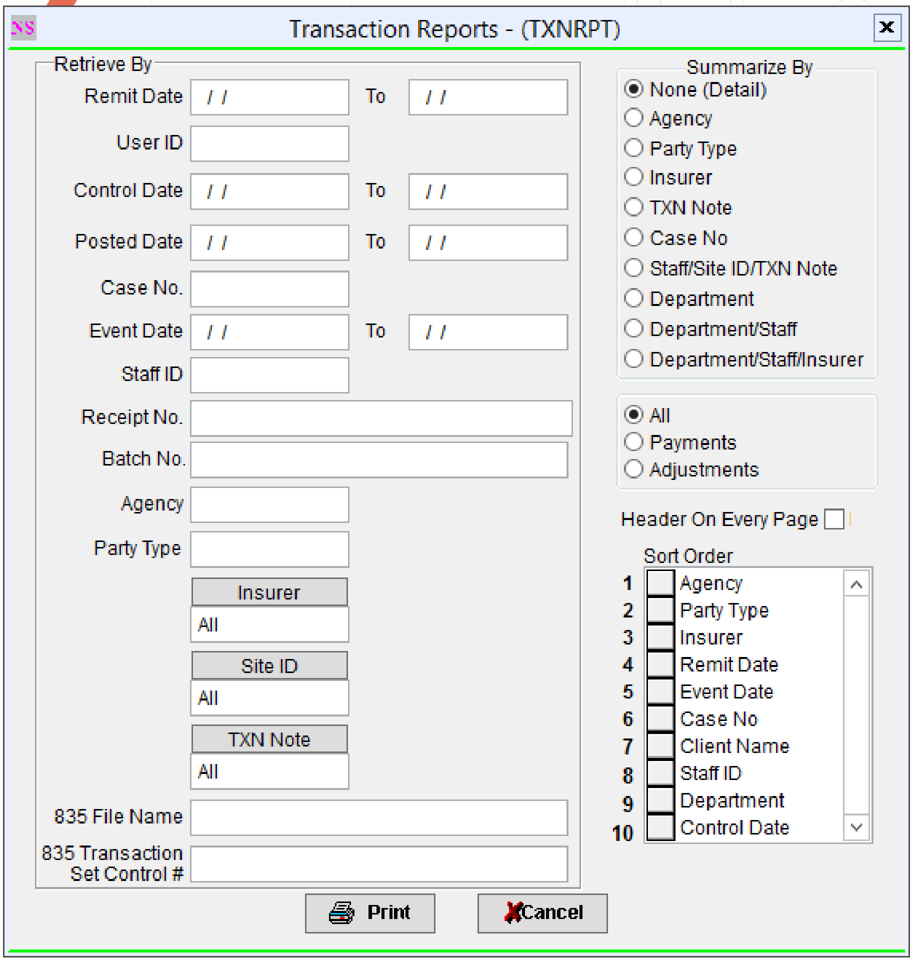
- How much money have we billed to a specific Insurance Payer this month?
- How many Line Items have been sent but not yet paid?
- What has been denied?
- How much does a client still owe?



Transaction Report

This report shows a detailed breakdown of transactions (payments and adjustments) in the system. This report answers questions like:

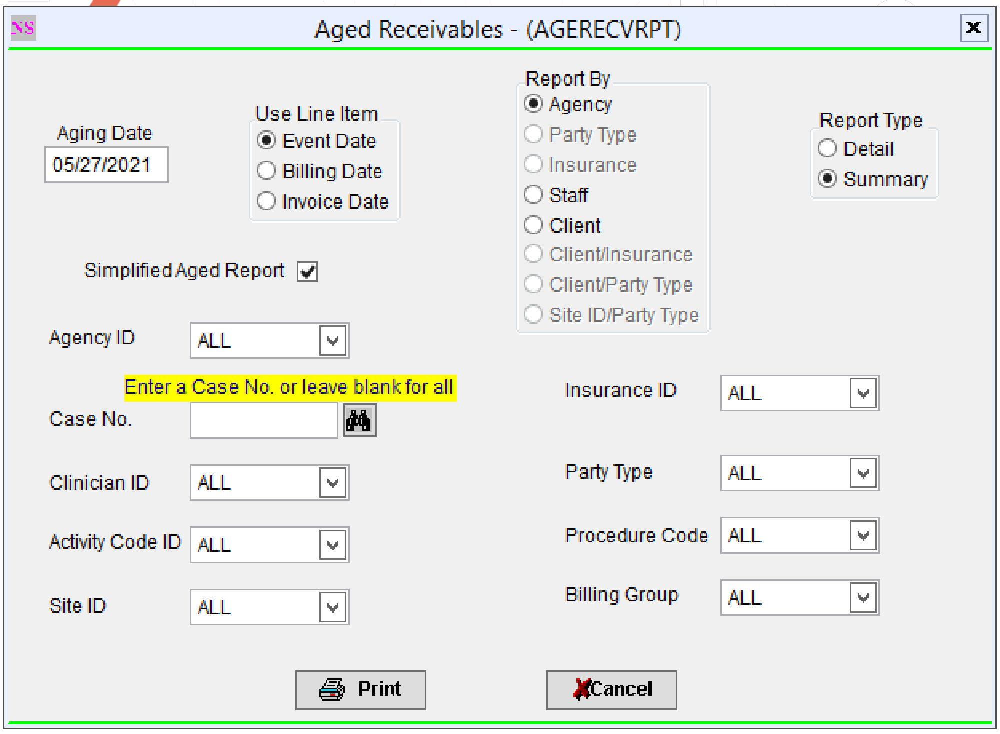
- How much money has been adjusted off due to a specific reason code (such as write-offs)?
- How much money has an Insurance Payer paid for services rendered in the last year?



Aged Accounts Receivable Report

This report shows a specific view of the Accounts Receivable Report broken down into buckets: Current (less than 30 days old), 30 + days, 60 + days, 90 + days, and 120 + days. This report is used to make sure your Agency is being paid in a timely manner. This report answers questions like:

- What portion of our outstanding charges are over 90 days old?

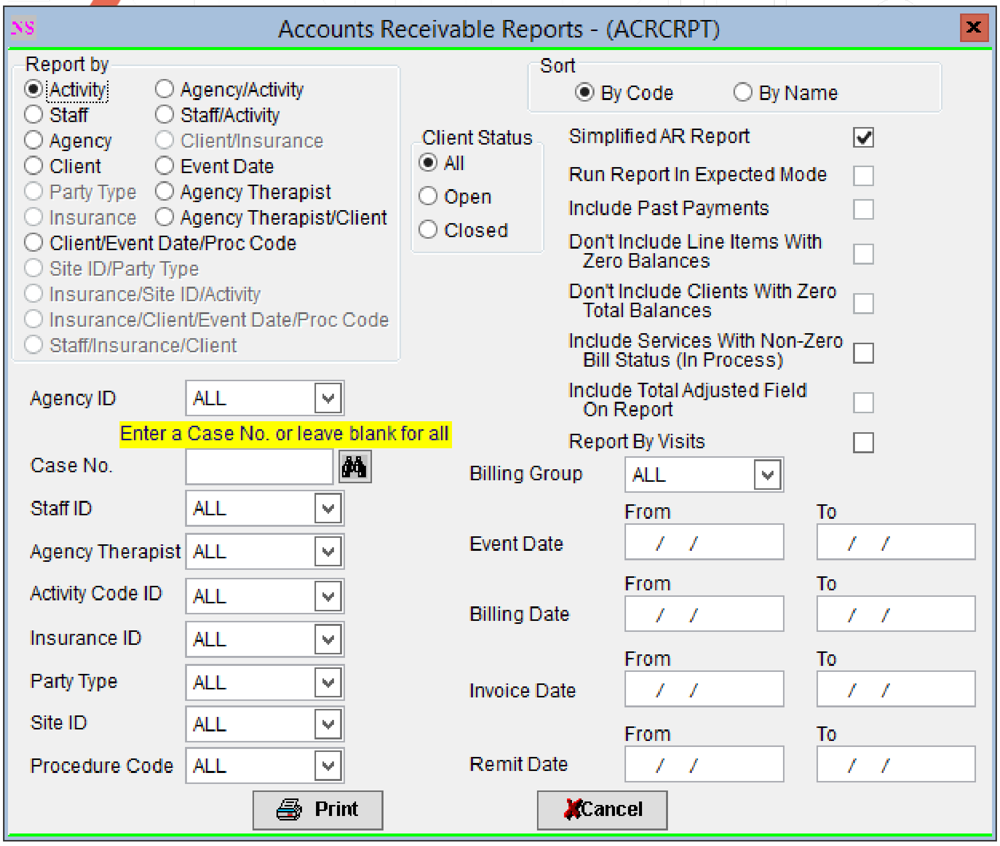


Note: The **Simplified Aged Report** checkbox is selected by default. By deselecting the checkbox, additional radio buttons under **Report By** become active so that you can drill down by payer detail.

Accounts Receivable Report

This report displays open balances (total billed - total paid - total adjusted) on Line Items within specific criteria. This report answers questions like:

- How much money has a provider billed? How much of that has been paid?
- How much money is still outstanding for last month?
- What is my AR for a specific Insurance Payer?
- What is my client AR?



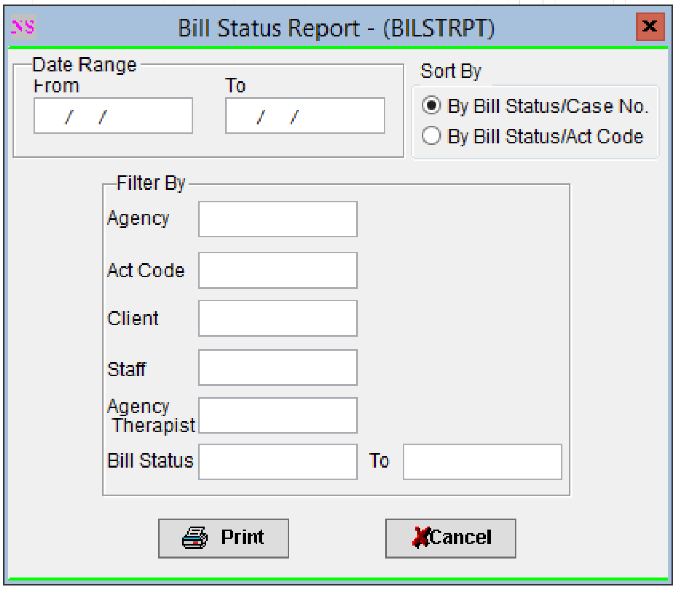
Notes:

- The **Simplified AR Report** checkbox is selected by default. By deselecting the checkbox, additional radio buttons under **Report by** become active so that you can drill down by payer detail.
- Select the **Run Report in Expected Mode** checkbox if your Agency wants to see the AR as a function of the Screened Amount (what you are expected to get paid) *rather* than the Billed Amount.

Bill Status Report

This report gives a detailed breakdown of Bill Statuses occurring in the Services Form. This report answers questions like:

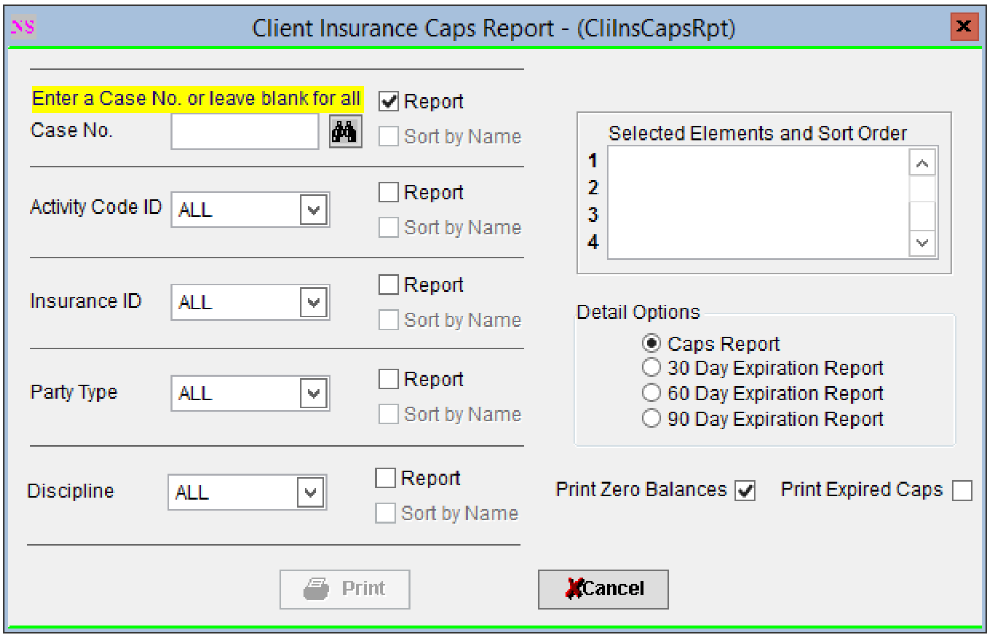
- How many of my services are being held due to missing client insurance (Bill Status 17)?



Client Insurance Caps Report

This report gives a detailed view of Authorizations (caps) in the system. This report answers questions like:

- Which Authorizations do we need to refresh soon?
- What Authorizations are expiring within 30, 60, 90 days?



Note: Client Authorizations can also be managed in NSS Clinical. See**Manage Client Authorizations**.