Line Item Report

Last Modified on 08/12/2022 10:03 am EDT

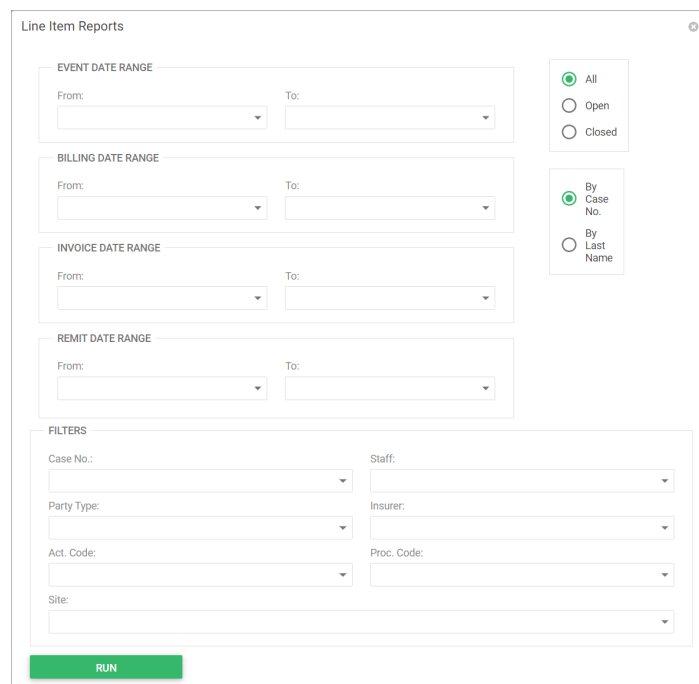> **Path: Main Menu > Practice Management Menu > Billing Reports > Billing Line Items**

About

The Practice Management permission,**Billing Reports**, is selected automatically for all users which displays the Line Item Report. The Line Item Report displays detailed data of specific Line Items and is accessed from within NextStep Clinical. It shows Line Items billed, paid, adjusted, and whether or not they have been sent to a payer. The details in the report can be exported and can be used to answer questions related to the amount billed to a specific Payer, unpaid Line Items, denials, and outstanding client balances.

In this article:

- Remove Columns from the Line Item Report
- Add Removed Column Back to the Line Item Report
- Sort the Line Item Report
- Filter the Line Item Report
- Unfilter the Line Item Report

Run the Line Item Report

1. Navigate to the Line Item Report by following the path above.
2. Select the **All, Open,** or **Closed** radio button for the report to display line items with the correct status.
3. Select the **By Case No.** radio button to have the report sorted by Case Number in ascending order. Or, select the **By Last Name** radio button to have the report sorted alphabetically by last name.
4. Fill in the filters as appropriate. At least one drop-down must be filled in for the report to pull data.


- Select a Date Range drop-down. After selecting a From date, the To date will auto-populate to the last day of the month

but can manually be changed.

- **Event Date Range**: Line Item date of service
- **Billing Date Range:** Line Item creation date (e.g. date the Line Item was processed from a Service or date that a payment was posted that created a Line Item)
- **Invoice Date Range**: Last date the print status was changed to "N" (last date Line Items were sent on a claim)
- **Remit Date Range**: Payment date from EOB or ERA file

- Select a Filter drop-down. For each drop-down, multiple options can be selected.

  - **Case No**: Client case number on Line Item
  - **Staff**: Billing provider on Line Item
  - **Party Type**: Party type the insurance belongs to on Line Item
  - **Insurer**: Insurance on Line Item
  - **Act. Code**: Activity code on Line Item
  - **Proc. Code**: CPT code on Line Item
  - **Site**: Location on Line Item

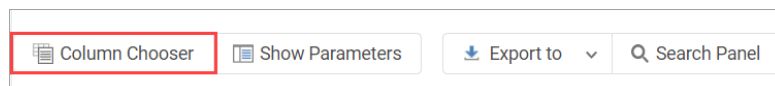5. Click the **Run** button. The Line Item Report displays the data from the filters.
6. *(Optional)* To update the filters, click the **Show Parameters** button, and make changes as needed.
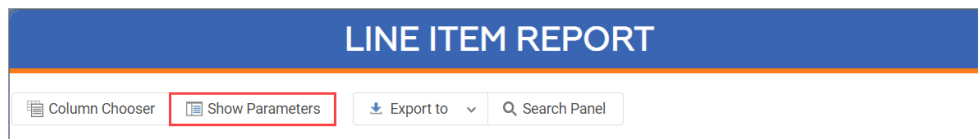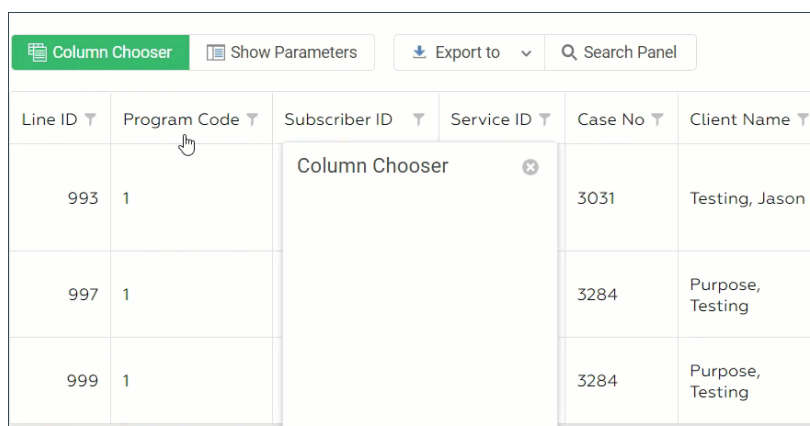

Remove Columns from the Line Item Report

Once the report is displayed, you can remove columns to only display the data that you want to review.

1. Click the **Column Chooser** button. A blank Column Chooser window is displayed.
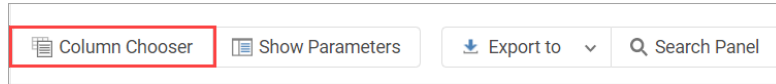

2. Click the column header you want to remove, and drag and drop it in the Column Chooser window.
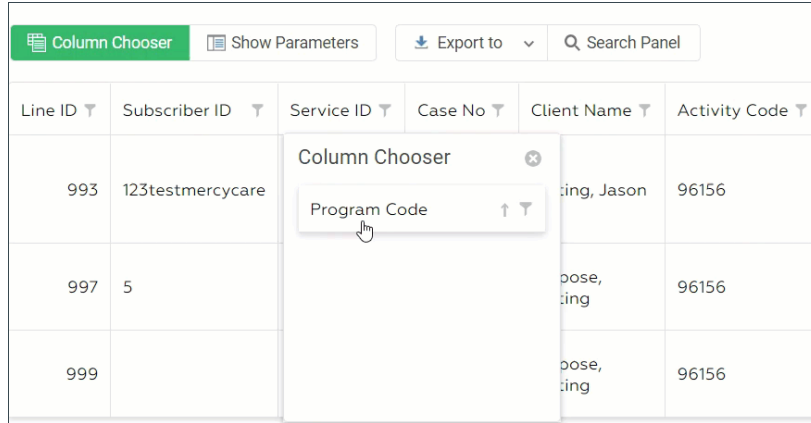

Add Removed Column Back to the Line Item Report

1. Click the **Column Chooser** button. The Column Chooser window is displayed with the removed columns listed.

2. In the Column Chooser window, click the column header you want to add back into the report and drag and drop it back in line with the other columns.

Sort the Line Item Report

Once the report is displayed, you can sort the data further by clicking a column header to sort by that column.
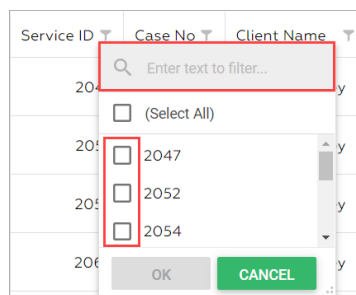

Filter the Line Item Report

Once the report is displayed, you can filter the data by a specific column, multiple columns, or by clicking the **Search Panel** button where you can enter text that filters through all columns.

1. To filter the report further, click the **filter** icon on a column header.

2. Click in the **Search** field to enter specific text, if you know the exact filter you want for the report. Or, click the **checkbox(es)** for the specific data that you want to be displayed on the report.
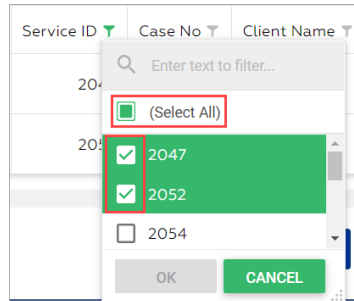

3. Click the **OK** button to save the filter.

Unfilter the Line Item Report

1. Click the **filter** icon on the column header that already has filters applied.

| Line ID ▼ | Subscriber ID ▼ | Service ID ▼ | Case No ▼ |

2. Click the **(Select All)** checkbox twice to remove all filters from the column, or deselect the**checkbox(es)** to remove them individually from the filter.

| Service ID ▼ | Case No ▼ | Client Name ▼ |

🔍 Enter text to filter...

☑ (Select All)

☑ 2047
☑ 2052
☐ 2054

OK   CANCEL

3. Click the **OK** button to save the changes.