



END OF DAY REPORTS - Your Key to Effective Cash Management

In order to assist you with Best Practices for your office, there are reports within the MPM Office program that you can run at the end of each business day in order to prepare you for the next day and to make sure that everything was done correctly.

Here is a list of reports and how to run them and why:

(a) **Schedules** (by Date of Service) - you want to run this report to view a list of all the Patients that were seen today. You will be comparing this list to the Charges Report so that you can account for each Patient seen with a matching charge.

Select Reports – Schedules - Schedules

Select the “Select Day” option and enter today's date in the field provided

Select “All Providers” in the “Select Provider” option

Click the OK button when done

(b) **Charges** (by Date of Service) - you want to run this report to view the charges entered today for the services rendered today and match this report against the **Schedules** report so that each Patient seen is accounted for with a charge entry. Each scheduled Patient should have a matching charge. If you have more charges than Patients seen, you may have made a data entry error at some point and should correct it.

Select Reports – Claims Management - Charges

Select Date of Service and enter today's date in the From and To date fields

Select “All Providers” in the “Select Provider” option

Click the OK button when done

(c) **Payments & Adjustments** (by File Date) - you want to run this report by File Date (the posting date) to show all the payments received today for services rendered today and in the past. This will assist you in preparing your deposit slip which will include Cash, Check, and Credit Card payments.

In this report, any payments showing as “Other” means that the payment was not assigned as a Cash, Check, or Credit Card payment when it was accepted and therefore will throw off your deposit totals. To this report you can attach your Bank’s Deposit Slip copy when the numbers all match up and the deposit is made. You can also attach your Credit Card report as well.

Select Reports – Financial Management - Payments & Adjustments
Select File Date and enter today's date in the From and To date fields
Select “All Providers” in the “Select Provider” option
Click the OK button when done