

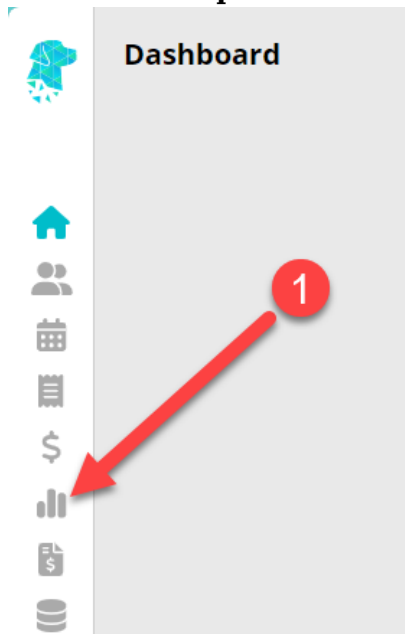
Arrears Report (Clinic)

This shows all invoices without a zero-dollar balance. It can be run by Location, Department, Fund, Bill Type, Doctor, Period that the account has been outstanding for (*e.g. 30 days & over*). It can be run as the following Report Types:

1. **Detail** - Showing every patient and the balance
2. **Summary** - Showing each bill type and the balance
3. **Interactive** - Enabling follow up dates and notes to be accessible, to facilitate efficient workflow in debt recovery

How to Print/Export the Arrears Report (*Summary and Detail*):

1. Click on the **Reports Icon**



2. Under **Reports - Clinic**, Click on **Arrears**

Reports - Clinic

Financial Reports

- Adjustments
- Arrears**
- Deleted Transactions
- GST
- Invoice Stats
- Items
- Payments
- Received
- Revenue
- Statements
- Transactions

3. Change filters as required > Click **Update**

REPORTS > ARREARS (CLINIC)

Arrears (Clinic)

Location

All Locations

Department

All Departments

Fund

All Funds

Period

All Debt

Billing Type

All Billing Type

Doctor

All Doctors

Report Types

☐ Detail
☒ Summary
☐ Interactive

As At

25/01/2024

☐ Run report for each Department
☐ Run report for each Doctor

Order by

Name

Update

4. Report will generate below the filters section.

To **Print** the report, Click the **Print** button.

To **Export** the report, Click the **Export To** button and choose either **Excel**, **Excel - Raw Data** or **PDF**.

REPORTS > ARREARS (CLINIC)

Arrears (Clinic)

Location

All Locations

Department

All Departments

Fund

All Funds

Period

All Debt

Billing Type

All Billing Type

Doctor

All Doctors

Report Types

☐ Detail
☒ Summary
☐ Interactive

As At

25/01/2024

☐ Run report for each Department
☐ Run report for each Doctor

Order by

Name

Update

1 of 1

100%

Find | Next

Clinic Tour

Arrears (Clinic) Summary as at 25/01/2024

All Locations

All Areas

ID	Name	Balance Outstanding	<15 Days	<30 Days	<45 Days	<60 Days	<90 Days	120+ Days
BUA	BUA Australia	690.75	0.00	0.00	0.00	0.00	0.00	690.75
MPL	Medicare Private Limited	435.85	0.00	0.00	0.00	0.00	0.00	435.85
MED	Medicare	142.60	0.00	0.00	0.00	0.00	142.60	0.00
PC	Patient Claims	-200.00	0.00	0.00	0.00	0.00	0.00	-200.00
PRI	Private	1,289.15	0.00	0.00	0.00	0.00	0.00	1,289.15
DVA	Veterans	9,288.69	0.00	0.00	0.00	0.00	0.00	9,288.69
Total		11,647.04	0.00	0.00	0.00	0.00	142.60	11,504.44

ArrearsClinicTour

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Print

Export To

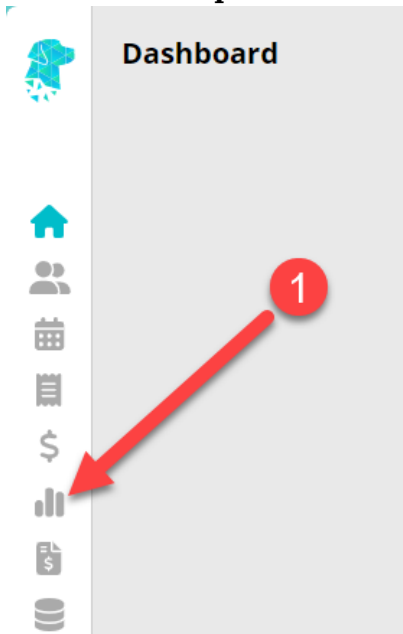
Excel

Excel - Raw data

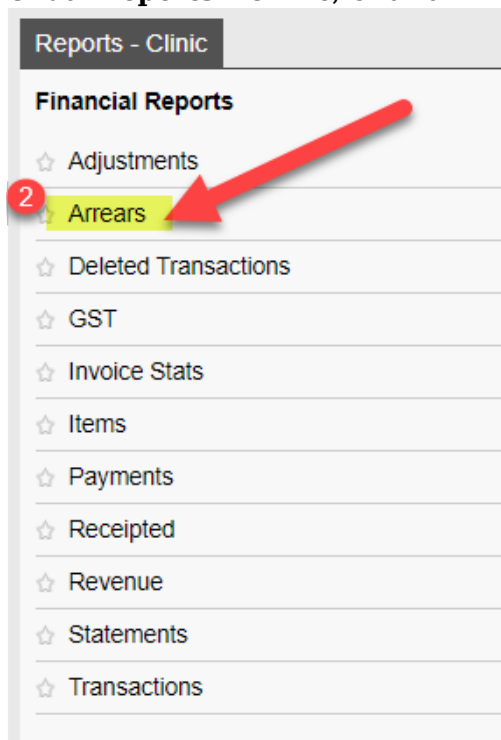
PDF

How to Export the Arrears Report (*Interactive*):

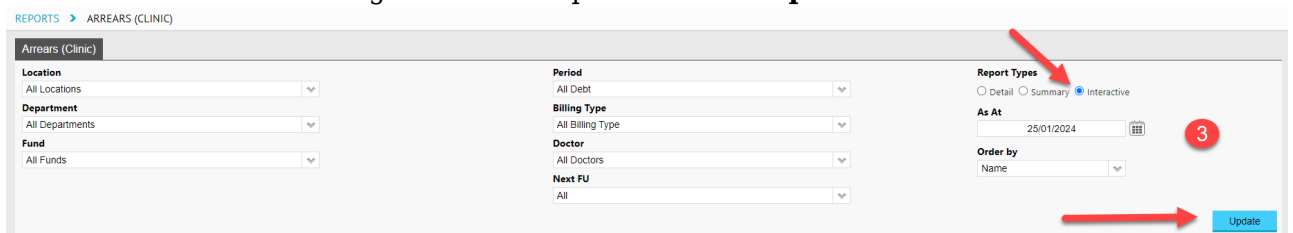
1. Click on the **Reports Icon**



2. Under **Reports - Clinic**, Click on **Arrears**



3. Select **Interactive** > Change filters as required > Click **Update**



4. Report will generate below the filters section.
Click the **Export To** button and choose either **Excel** or **Excel - Raw Data**.

Arrears (Clinic)

Location
All Locations

Department
All Departments

Fund
All Funds

Period
All Debt

Billing Type
All Billing Type

Doctor
All Doctors

Next FU
All

Report Types
☐ Detail ☐ Summary ☒ Interactive

As At
25/01/2024

Order by
Name

Update

4

Export To

Excel
Excel - Raw data

Patient Name	MRN	DOS	Doctor	Inv#	Inv Date	Balance	Bill Type	Fund	Next FU	Notes
BROOKS, Bob	110	13/11/2023	SMITH (HAPPY LAKE), John	88	13/11/2023	\$142.60	Medicare	-	-	-
BROOKS, Bob	110	08/08/2023	SMITH (HAPPY LAKE), John	68	08/08/2023	\$300.00	Private	-	20/11/2023	Called pat will pay next week
JONES, Mary	108	21/03/2023	SMITH (HAPPY LAKE), John	39	31/03/2023	\$280.25	Health Fund	Medibank	-	-
JONES, Sandra	109	02/05/2023	SMITH (HAPPY LAKE), John	52	22/05/2023	\$293.80	Health Fund	BUPA	-	-
JONES, Sandra	109	01/09/2023	SMITH (HAPPY LAKE), John	79	01/09/2023	(\$200.00)	Private	-	-	-