

Insurance Reports Schedule

Daily:

	Monday	Tuesday	Wednesday	Thursday	Friday
• Auto-Gen Insurance Claims					
• APC Claims to Ready-To-Bill					
• Late Charge Credit Report					
• UB Edit List					
• 1500 Edit List					
• Print UB's					
• Print 1500's					
• Process Secondary Claims <ul style="list-style-type: none"> ▪ Automated Sec. Billing or ▪ Manual Sec. Billing 					
• Unapproved Claims					
• Claims with Missing Information					
• 72 Hour Readmissions					
• Rejection Summary					

Weekly:

• Approved Claims Report	
• Unbilled Insurance Report	
• Billed But Unpaid & A/R Bal=0	
• Reject \$0 Claims	
• Insurance Billed But Unpaid Claims	

Monthly:

• Create Claims by Charge Periods	
• Build Journal Files	
• Print Insurance Journal	
• Insurance Receipts List	
• Insurance Billing Time Analysis	
• Insurance Reimbursement Analysis	
• Insurance Adjustments To AR	