

## A/R Reports Schedule

### Daily

	M	T	W	T	F	S	S
Daily Edit							
Detail Revenue Report							
Ancillary Revenue by Issuing Dept or Ancillary Revenue by Receiving Dept							
Late Charge/Credit Report							
Daily Receipts							

Figure 1.1

### Weekly

Build Weekly File		
Sort By Zip Code		
Outsource Stmt Preview		
First Time Statements		
Cycle Statements		Cycle #
Collection Letters		
Minimum Payment Analysis		
Accts Not Receiving Stmts		
Auto-rejected Insurance		
AR Bad Balance		
Credit Balance Report		
Collections Report		
Accounts Management		
Coll Agency Report		
Collection Agency Receipt List		
Collections Aging		

Figure 1.2

## Monthly

Build Revenue File	
Detail Revenue Report	
Ancillary Revenue by Issuing Dept or Ancillary Revenue by Receiving Dept	
Monthly Receipts	
Build AR Monthly File	
Aged Trial Balance	
Accountants Report	

Figure 1.3

**AND**

Build AR File	
Sort By Zip Code	
Recurring Statements and/or	
Long-Term Statements and/or	
Monthly Guarantor Statements	

Figure 1.4

**AND**

Physician Revenue	
A/R Print & Delete	
Phy Reimb Analysis	
ATB Aged on Last Pmt Date	
Due From Payor by F-Class	
Contract Service Report	
ATB Summary by Fin Class	
AR Analysis by Insurance	
A/R Cost Reporting	
Accountants Category Report	
O/P Discharge Register	
Physician Receipt Alloc	
Revenue by Charge Code	
Work Load by Charge Code	
Ancillary Procedure Log	
Medicare Bad Debts	

Figure 1.5