



Dashboard Definitions “Cheat Sheet”

(For internal and external distribution)

For HealthPort- Non CHC

Net Collections

Uses: Shows the charges by accounting period month, and the associated net collections rate.

Net collection rate is defined as net charges (charges – contractual w/o) / net payments (payments – refunds). This report automatically shows a rolling 13 month period. The report can be filtered by: (1) location (2) performing provider (3) Financial Class (4) Care Center.

Aging

Uses: Shows the breakdown of outstanding accounts receivable in buckets of 0-30, 31-60, 61-90, 91-120, 121-150 and greater than 150 days old, based upon posting date. The percentage of unpaid by bucket is the percentage of the total outstanding AR.

Important Note: The outstanding AR is based upon the months of data that were initially brought into DataPlus upon installation. The AR may, or may not reflect the amount shown in HealthPort, based upon this information.

Face to Face Visits

Uses: Used to demonstrate the total number of visits, where the patient actually saw a provider, face to face. A face to face visit is defined as anyone who has had an E&M CPT code (including eye care). The calculation is based upon one patient, one provider, and one date of service, regardless of how many CPT codes are billed. Example: A patient who comes in and has a lab only or an x-ray only, will not be counted. The report is based upon service month and shows an automatically rolling 13 months.

Surgical Cases

Uses: Used to demonstrate the total number of surgical cases. A surgical case is defined as one patient, one provider, one date of service, where the procedure was done in an ASC, Outpatient Hospital or Inpatient Hospital and a surgical CPT code was used. The report is based upon service month and shows a automatically rolling 13 months.

Charge Entry Lag Time

Uses: Demonstrates the average number of days from the service date to the posting date of any charge. The report is based upon service month and shows a automatically rolling 13 months.

Point of Service Payments

Uses: Shows the total dollars paid for charges, where the payment date and the service date are the same, regardless of if the payment was for an E & M code, or any other code of that date of service. The report is based upon service month and shows a automatically rolling 13 months.

Payments by Accounting Month

Uses: Shows the posted payments, regardless of when the charge was encountered on a monthly basis, based up accounting month. The report is based upon service month and shows a automatically rolling 13 months.

No Same Day Payments

Uses: Shows the number of E & M codes, including office consultations that did not have a payment posted to that line item, on the same date of service. This is designed to show as close as can be shown, the number of missed copayments. Important: To uses this report effectively, you must choose a financial class from the drop down menu (or multiple financial classes) that generally would have a copayment. The “all” section in the report is the total number of E & M codes and the “No Pay” is the total number of E & M codes that did not have a payment posted against it on the same date of service. The “% Missed” is the percentage missed, as a percent of the total. The report is based upon service month and shows a automatically rolling 13 months.

AR Days

Uses: Shows the AR days as of the last month end close. AR Days are defined as the sum of the last three months of charges / the number of days within those months / outstanding balance as of the last month. This number shows only the last month end and does not accrue month to month.

Average AR Days by Provider

Uses: Show the *average* AR Days by provider, as of the last month end close. This number shows only the last month end and does not accrue month to month.

Average AR Days by Location:

Uses: Show the *average* AR Days by location, as of the last month end close. This number shows only the last month end and does not accrue month to month.

Average AR Days by Charge Category

Uses: Show the *average* AR Days by charge category, as of the last month end close. This number shows only the last month end and does not accrue month to month.

Payor Mix

Uses: Shows the percentage of total charges, by financial class. The graph depicts the breakdown of each payor, using financial class.