

**Accounts Receivable (page 1 of 5)**

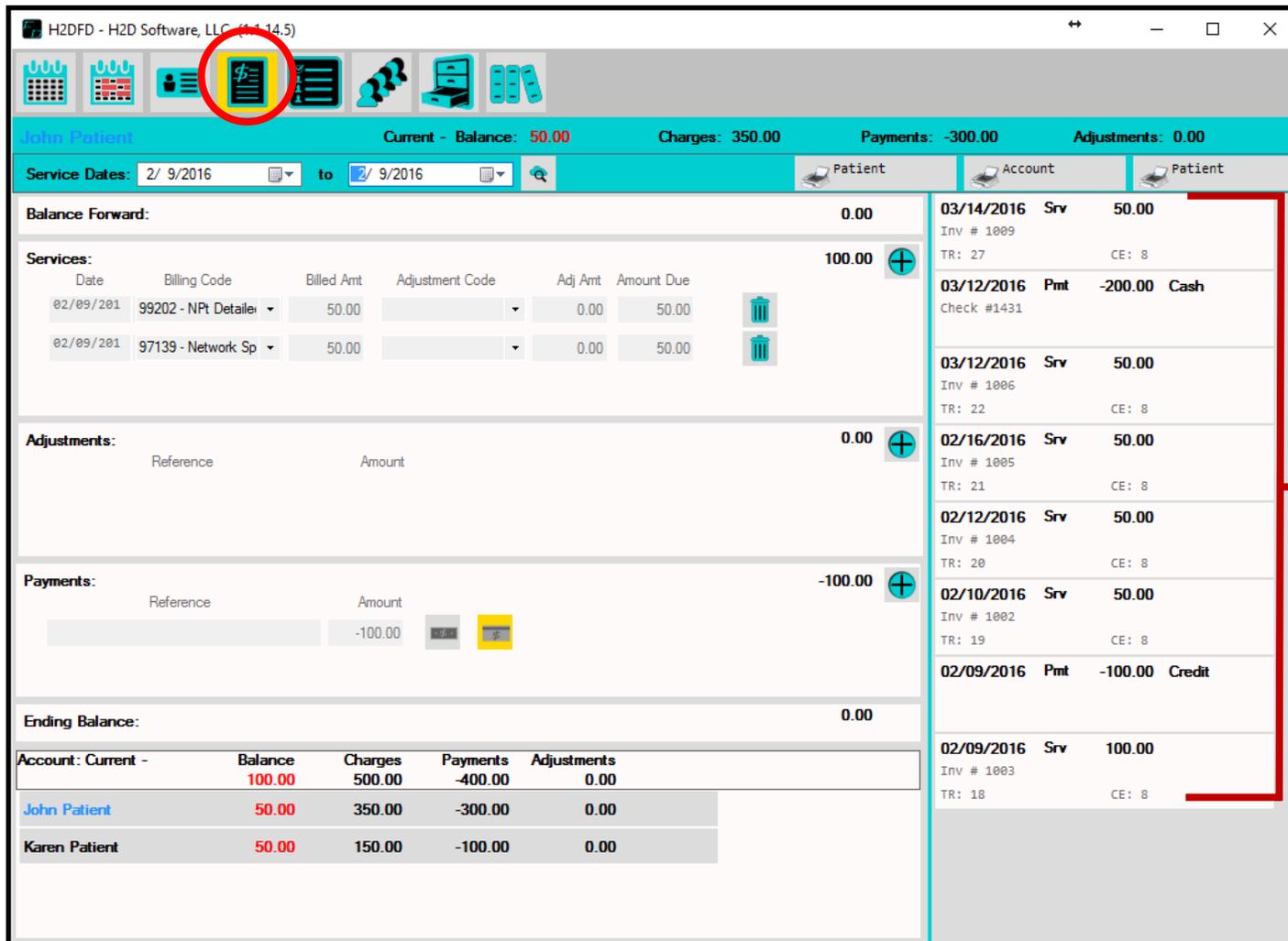
Charges to patient accounts are applied automatically through the NSA Care “CR End” Tab. This is the section where you record response to care, care plan notes, and apply that day’s charges. As soon as the “CR End” tab is opened, the charges are added to the account. Changes may be made in the CR End tab or in the **Accounts Receivable (AR)** screen on H2DFD and the front desk module at the bottom of H2DCR.

The next appointment will automatically copy the previous day’s charges into the CR End tab.

We will be making many changes to the AR screen to improve functionality and offer additional features in the near future. Here is a brief tutorial on the current functions and features of the AR Screen.

**Accounts Receivable (AR) Screen:**

You can quickly select the date of service you would like to view by selecting the date on the right side.



**John Patient**      Current - Balance: 50.00      Charges: 350.00      Payments: -300.00      Adjustments: 0.00

Service Dates: 2/ 9/2016 to 9/ 9/2016

Balance Forward:		0.00	
<b>Services:</b>		100.00	
Date	Billing Code	Billed Amt	Amount Due
02/09/2016	99202 - NPt Detailer	50.00	50.00
02/09/2016	97139 - Network Sp	50.00	50.00
<b>Adjustments:</b>		0.00	
Reference	Amount		
	-100.00		
<b>Payments:</b>		-100.00	
Reference	Amount		
	-100.00		
<b>Ending Balance:</b>		0.00	

Date	Service	Amount	Type
03/14/2016	Srv	50.00	
Inv # 1009			
TR: 27			CE: 8
03/12/2016	Pmt	-200.00	Cash
Check #1431			
03/12/2016	Srv	50.00	
Inv # 1006			
TR: 22			CE: 8
02/16/2016	Srv	50.00	
Inv # 1005			
TR: 21			CE: 8
02/12/2016	Srv	50.00	
Inv # 1004			
TR: 20			CE: 8
02/10/2016	Srv	50.00	
Inv # 1002			
TR: 19			CE: 8
02/09/2016	Pmt	-100.00	Credit
02/09/2016	Srv	100.00	
Inv # 1003			
TR: 18			CE: 8

Account: Current -	Balance	Charges	Payments	Adjustments
	100.00	500.00	-400.00	0.00
John Patient	50.00	350.00	-300.00	0.00
Karen Patient	50.00	150.00	-100.00	0.00

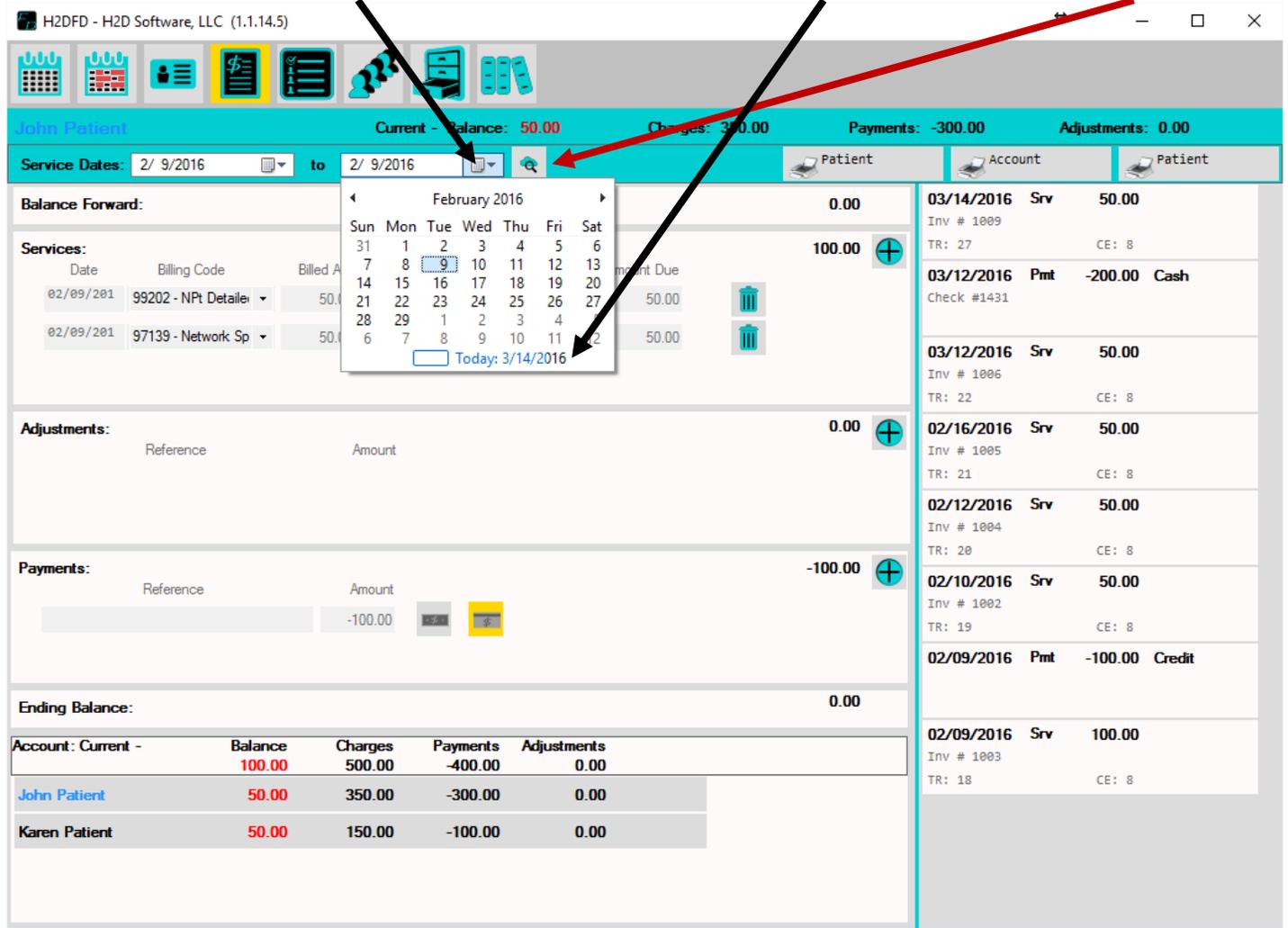
The selected date’s services, account adjustments, and payments will appear on the left. Charges may be entered, changed, and deleted for any date of service.

**Adjustments and payments may be added for previous dates but may not be changed or deleted at this time.** For now, if you have an error from a previous date, make the appropriate account adjustment to correct any balance mistakes.

### Accounts Receivable (page 2 of 5)

You can select a range of service dates by using the date selection at the top of the AR screen. Patient statements, account statements, and patient superbills will print using this date range.

For a quick way to select all service dates, select the oldest date of service on the panel on the right side, then click the drop down date selection for the “to” field and click/press “Today.” Then press the search button.

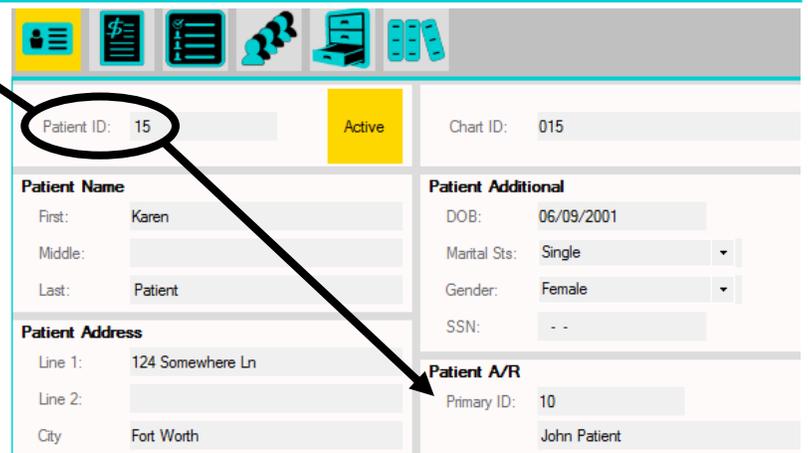


The screenshot shows the Accounts Receivable interface for 'John Patient'. At the top, it displays 'Current - Balance: 50.00', 'Charges: 350.00', 'Payments: -300.00', and 'Adjustments: 0.00'. The 'Service Dates' are set from 2/9/2016 to 2/9/2016. A calendar pop-up is visible, showing February 2016 with the 9th selected. A red arrow points to the search button, and a black arrow points to the 'to' date dropdown.

Reference	Amount	Category
03/14/2016	50.00	Srv
03/12/2016	50.00	Srv
02/16/2016	50.00	Srv
02/12/2016	50.00	Srv
02/10/2016	50.00	Srv
02/09/2016	-100.00	Pmt
02/09/2016	100.00	Srv

The bottom of the AR screen shows combined accounts. To link accounts, set the **Primary ID** to the main Patient ID number you would like to use in the Patient Demographics screen.

*The software does not currently update the total account balance when payments are applied to secondary account members. We are working to improve this feature. Continue to apply payments to each patient's account. To update the total account balance, unlink and relink the accounts.*



The screenshot shows the Patient Demographics screen for 'Karen Patient'. The 'Patient ID' field is circled and contains the value '15'. The 'Patient A/R' section shows a 'Primary ID' of '10' and the name 'John Patient'.

**Accounts Receivable (page 3 of 5)**

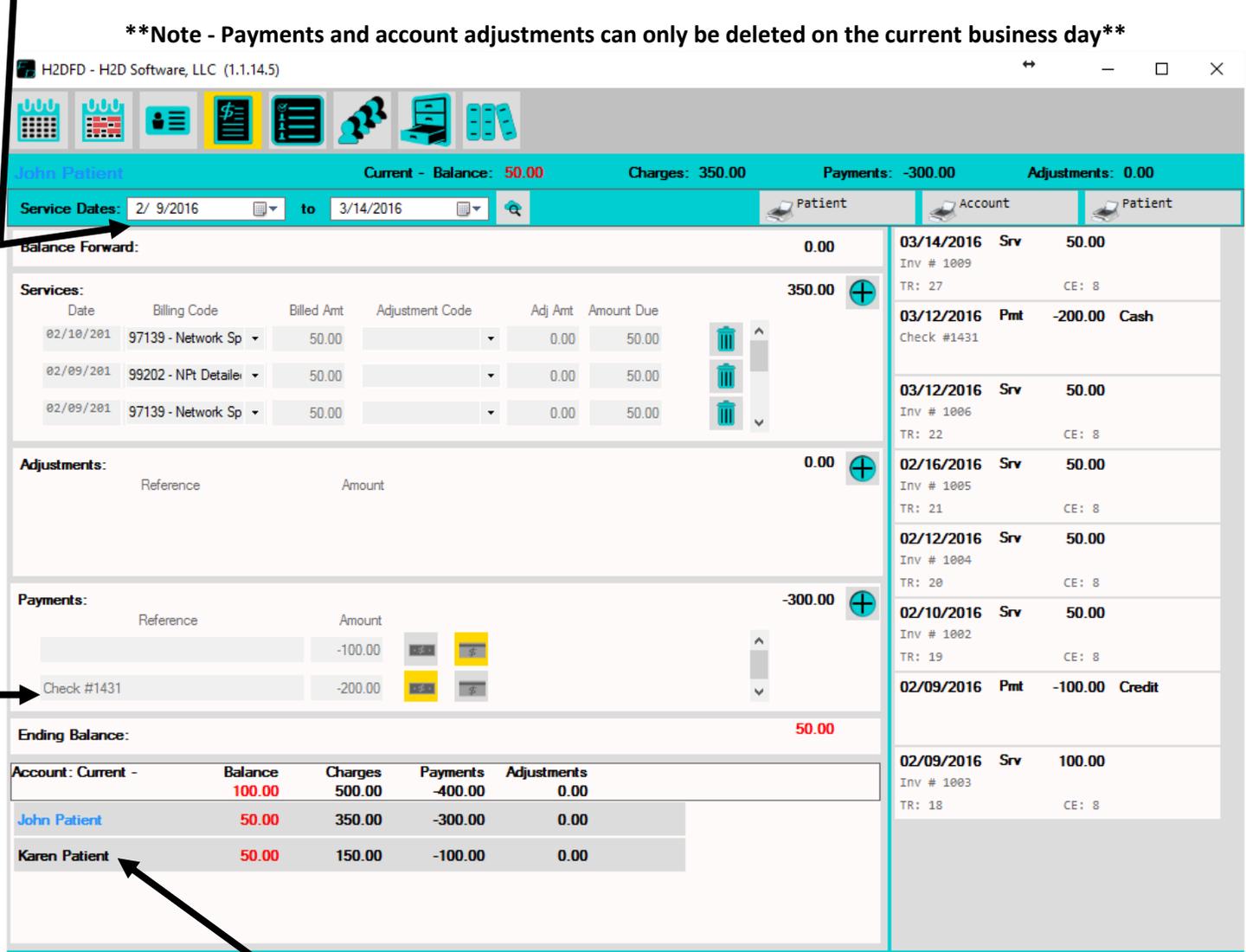
After selecting a date range, all services, adjustments, and payments within that date range are shown on the left side.

To **add** a new service, account adjustment, or payment, press the  button.

To **delete** a service on any date or to delete current date payments, press the  button.

**Any services, adjustments or payments entered will be entered for the first date in the date range.**

**\*\*Note - Payments and account adjustments can only be deleted on the current business day\*\***



**Summary:**  
 Current - Balance: 50.00 | Charges: 350.00 | Payments: -300.00 | Adjustments: 0.00

**Service Dates:** 2/ 9/2016 to 3/14/2016

**Balance Forward:** 0.00

**Services:** 350.00

Date	Billing Code	Billed Amt	Adjustment Code	Adj Amt	Amount Due
02/10/2016	97139 - Network Sp	50.00		0.00	50.00
02/09/2016	99202 - NPt Detail	50.00		0.00	50.00
02/09/2016	97139 - Network Sp	50.00		0.00	50.00

**Adjustments:** 0.00

Reference	Amount

**Payments:** -300.00

Reference	Amount
	-100.00
Check #1431	-200.00

**Ending Balance:** 50.00

Account	Balance	Charges	Payments	Adjustments
Account : Current -	100.00	500.00	-400.00	0.00
John Patient	50.00	350.00	-300.00	0.00
Karen Patient	50.00	150.00	-100.00	0.00

**Transaction List (Right Pane):**

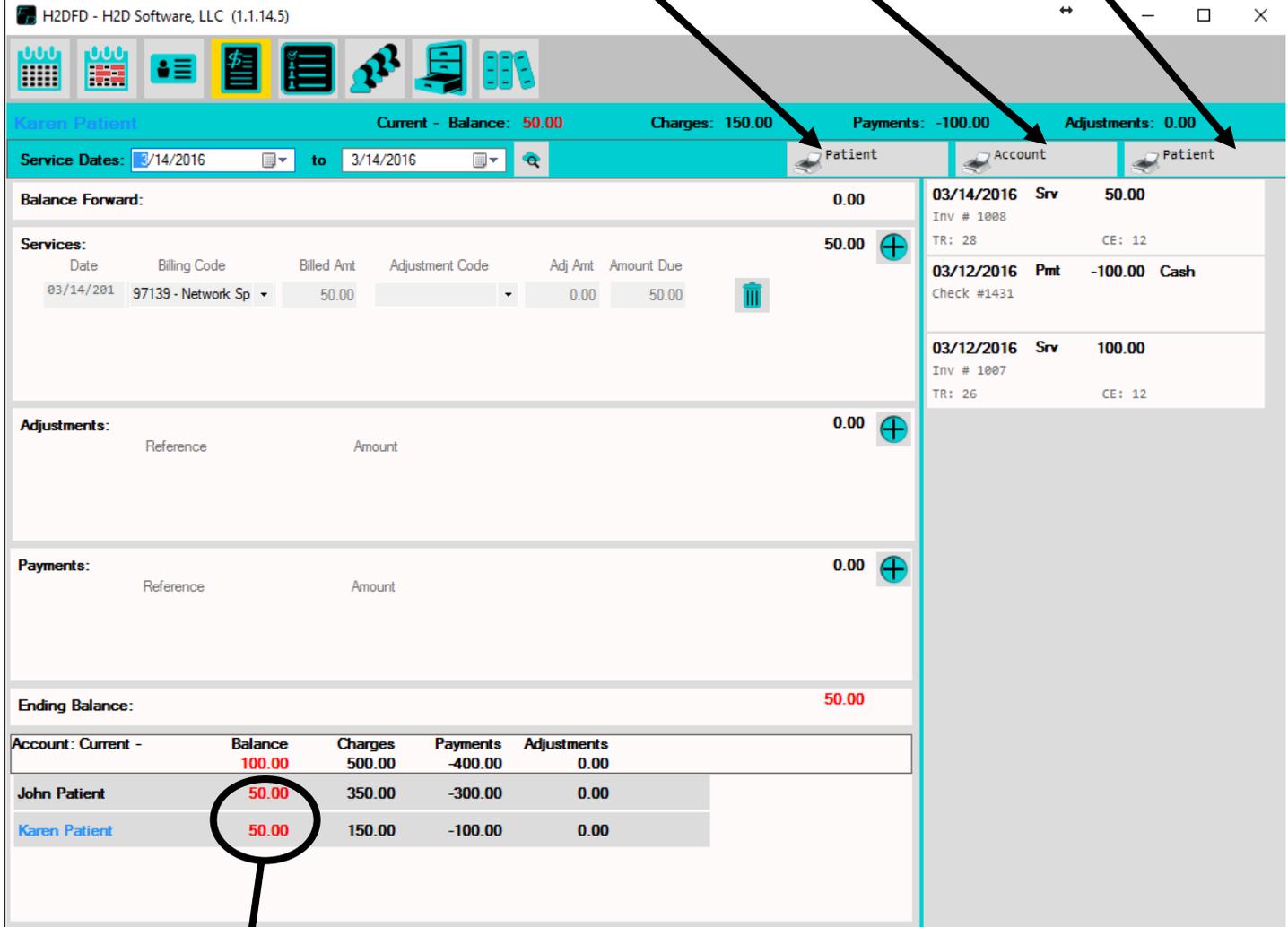
Date	Type	Amount	Reference
03/14/2016	Srv	50.00	Inv # 1009, TR: 27, CE: 8
03/12/2016	Pmt	-200.00	Cash, Check #1431
03/12/2016	Srv	50.00	Inv # 1006, TR: 22, CE: 8
02/16/2016	Srv	50.00	Inv # 1005, TR: 21, CE: 8
02/12/2016	Srv	50.00	Inv # 1004, TR: 20, CE: 8
02/10/2016	Srv	50.00	Inv # 1002, TR: 19, CE: 8
02/09/2016	Pmt	-100.00	Credit
02/09/2016	Srv	100.00	Inv # 1003, TR: 18, CE: 8

Click/Press the other patient names in the account list to switch to their AR screen. You currently need to open the primary account holder's AR Screen (in this example, John Patient) in order to see linked accounts at the bottom.

Currently, the two payment options are credit card and cash. There is a reference field where check numbers can be entered when receiving a patient or insurance check for payment. We will create additional payment types for detailed summary reports in a future software update.

**Accounts Receivable (page 4 of 5)**

Select a desired date range and then print a **Patient Statement, Account Statement, or Patient Superbill** here.  
(label corrections in future software update)



The screenshot shows the H2D Software interface for patient 'Karen Patient'. At the top, it displays 'Current - Balance: 50.00', 'Charges: 150.00', 'Payments: -100.00', and 'Adjustments: 0.00'. The service dates are set from 03/14/2016 to 03/14/2016. The interface is divided into sections for Balance Forward, Services, Adjustments, and Payments, all showing 0.00. A summary table at the bottom shows the ending balance for the account and other patients. A magnifying glass highlights the 50.00 balance for Karen Patient.

Account: Current -	Balance	Charges	Payments	Adjustments
	100.00	500.00	-400.00	0.00
John Patient	50.00	350.00	-300.00	0.00
Karen Patient	50.00	150.00	-100.00	0.00

Until the issue is corrected where the group account balance is not including secondary account payments, focus on each patient's balance instead of the group balance.

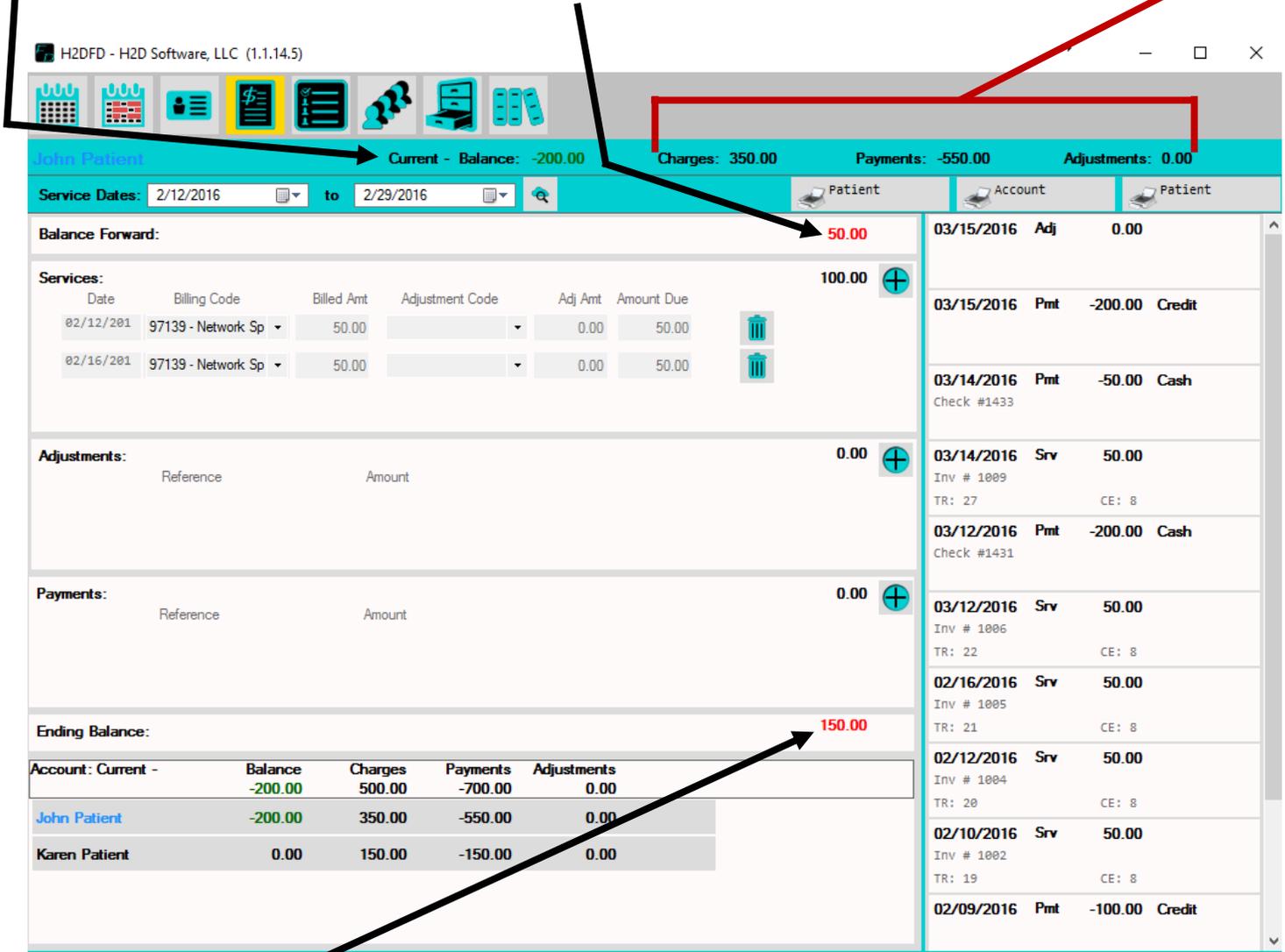
If accounts are linked *after* the secondary account already has payment data, the existing payments will be calculated in the group account balance. When preparing to print an account statement, you will need to unlink and relink the accounts in order for newer payments to be included in the account statement and for the group balance to be calculated properly.

**Accounts Receivable (page 5 of 5)**

The top of the AR screen shows totals for charges, payments, and adjustments for all dates of service.

The “Current – Balance” includes all transactions for all dates for this patient.

“Balance Forward” is the previous balance due when services are outside of the date range selected.



Service Dates: 2/12/2016 to 2/29/2016

Current - Balance: -200.00    Charges: 350.00    Payments: -550.00    Adjustments: 0.00

Balance Forward: 50.00

Date	Billing Code	Billed Amt	Adjustment Code	Adj Amt	Amount Due
02/12/2016	97139 - Network Sp	50.00		0.00	50.00
02/16/2016	97139 - Network Sp	50.00		0.00	50.00

Adjustments: 0.00

Payments: 0.00

Ending Balance: 150.00

Account: Current -	Balance	Charges	Payments	Adjustments
John Patient	-200.00	350.00	-550.00	0.00
Karen Patient	0.00	150.00	-150.00	0.00

The “Ending Balance” is from all transactions included within the date range selected. Notice how the date range in this example does not include March service dates so the charges and payments which bring the current patient balance to -\$200 (prepayment credit) are not reflected in the “Ending Balance.”