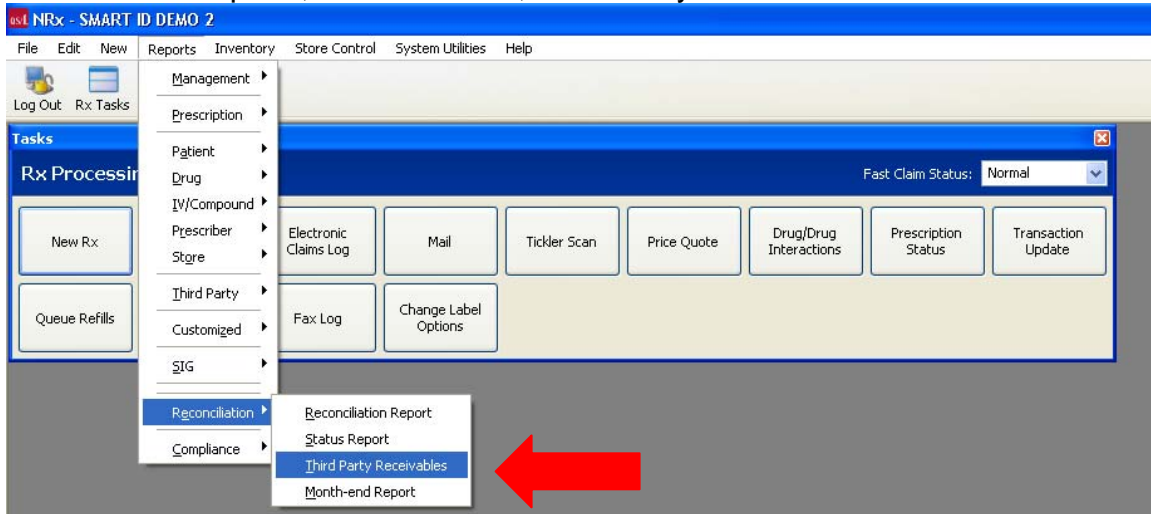
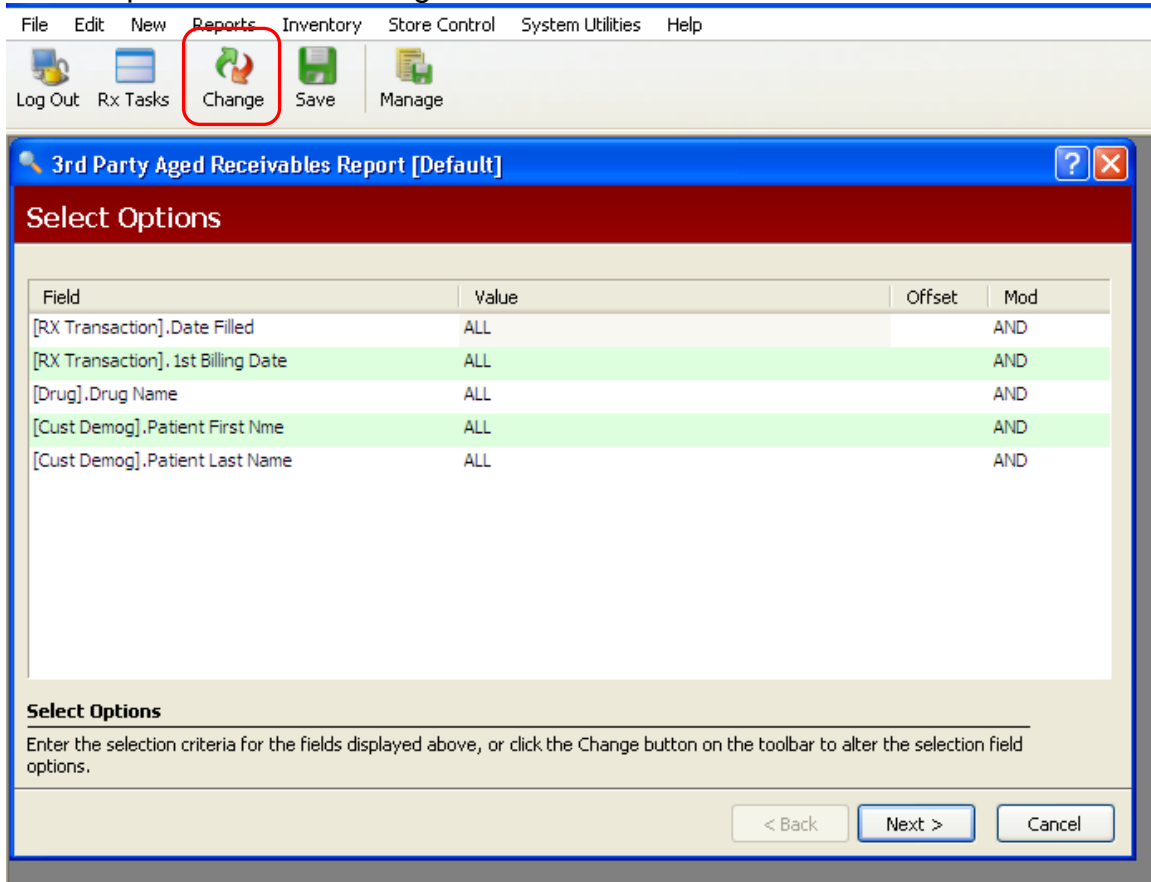


How to Set Up and Run the Primary Third Party Receivables Report

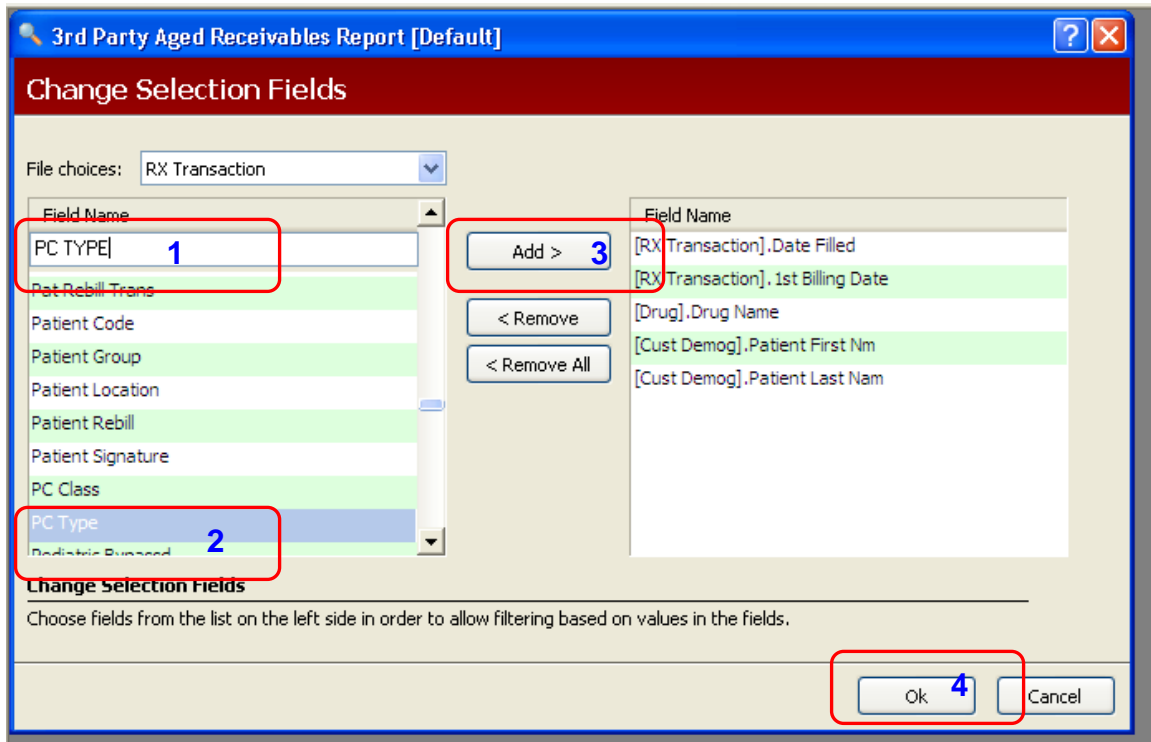
1. Go to Reports, Reconciliation, Third Party Receivables.



2. The following Screen will pop up. You will need to add an additional Sort Option. Click on Change.



3. The following Screen will pop up. Type PC TYPE in the Field Name (1), click on PC TYPE (2) then click Add (3), then click OK (4)



4. The following Screen will pop up. You will need to Populate the Value of 1st Billing Date to "YES" (1) and PC TYPE "3 M" (2) then click SAVE (3) then click NEXT (4)

File Edit New Reports **Inventory** Store Control System Utilities Help

Log Out Rx Tasks Change **Save** Manage

3rd Party Aged Receivables Report [N8h31 2a 01]

Select Options

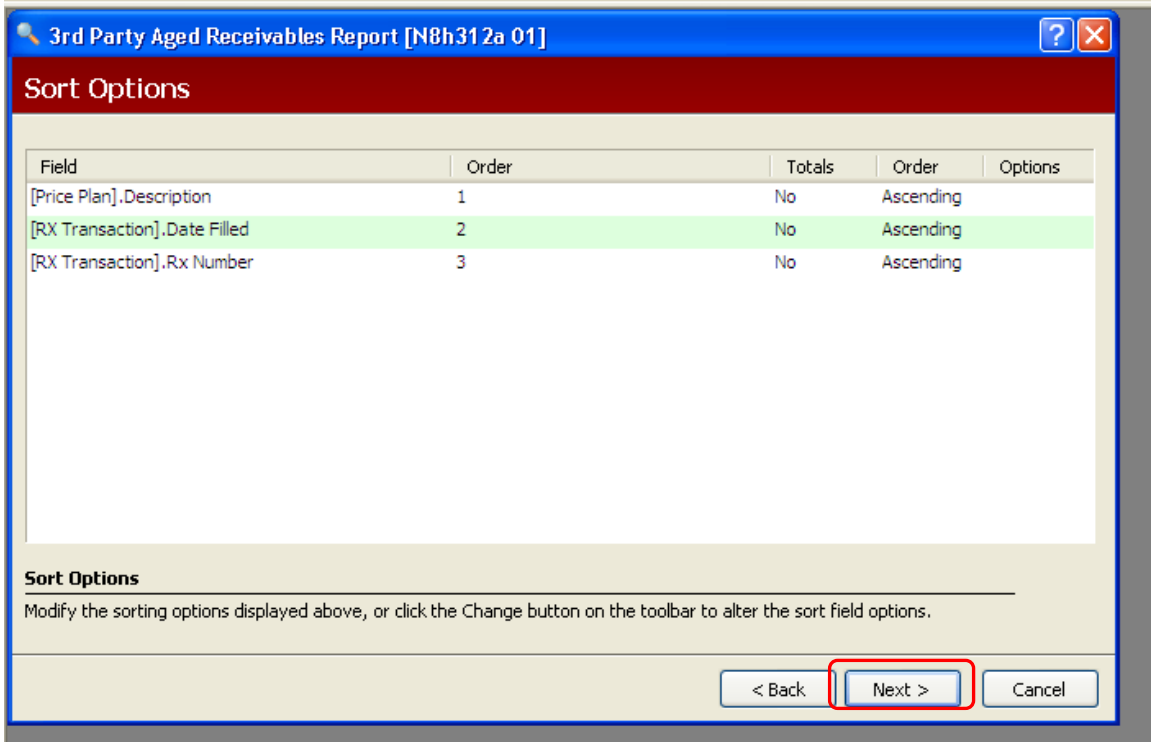
Field	Value	Offset	Mod
[RX Transaction].Date Filled	ALL		AND
[RX Transaction].1st Billing Date	YES 1		AND
[Drug].Drug Name	ALL		AND
[Cust Demog].Patient First Nme	ALL		AND
[Cust Demog].Patient Last Name	ALL		AND
[RX Transaction].PC Type	3 M 2		AND

Select Options

Enter the selection criteria for the fields displayed above, or click the Change button on the toolbar to alter the selection field options.

< Back **Next** **4** Cancel

5. The following screen will pop up. You do not need to change anything on this screen. Click Next



6. The following screen will pop up. You will need to enter "NO" for the Value of Tertiary Clms? (1) Click SAVE (2) and enter the month end date for the value of Month Ending (3) then click Finish (4).

File Edit New Reports Inventory Store Control System Utilities Help

Log Out Rx Tasks Save **2**

3rd Party Aged Receivables Report [N8h31 2a 01]

Print Option Values

Print Option	Value	Error Message
Current	YES	
Ov 30/60 Days	YY	
Ov 90/120 Days	YY	
Prt Dtl/Rejec?	YY	
Age By RF Dte?	NO	
Month Ending	032311 3	
Secndry Clms.?	NO	
Tertiary Clms?	NO 1	

Print Option Values
Enter values for the print options above, or accept the defaults and continue.

< Back Finish **4** Cancel

This is what your Aged Receivable Report will look like.

SMART ID DMD 2
PAGE 1
01/02/11

PRH312R 16105P00
MONTH ENDING: March 11 3RD PARTY AGED RECEIVABLE REPORT

PATIENT NAME	RX #	RX DTE	RX COST	AMOUNT	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	BIL DTE
PARKER, PETER	06001009	01/02/11	98.00	98.00	98.00					00/00/00
PARKER, PETER	06001008	02/01/11	526.52	526.52	526.52					00/00/00
WITT, BRAD	06001004	10/26/06	2,861.57	2,861.57				2,861.57		00/00/00
WITT, BRAD	06001005	03/06/07	502.44	502.44				502.44		00/00/00
DIMMY, PATIENT	06001007	03/23/11	98.00	98.00	98.00					00/00/00
**GRAND TOTAL:			4,086.53	4,086.53	722.52	.00	.00	3,364.01		

These are the 61 to 90 day scripts
These are the scripts that are over 120 days past due
This is the cost response from the Insurances
This is the total amount that is outstanding from the insurances.
These are the scripts that are 31 to 60 days past the bill date
These are the 91 to 120 days overdue scripts.
These are the scripts that have not been paid and are 30 days or less from the bill date.
These are the Billing Dates of the related scripts

