



Select on Reports menu and click on Billing Statement option.

This is one of the most important reports for a dental office. It involves the billing of outstanding balance to the patient, therefore must be clear and accurate. It is generally sent on a monthly basis, however, a dental office may send it on a weekly basis. Therefore, the interval (days) is user-configurable. It is also called cycle billing. It includes all the activities since last statement date.

In general, the statements should be run during first week of every month. The statement date can be maintained as first of the month for consistency, though the run date may not fall on the first of the month. If you plan to age the accounts (over 30 days, 60 days, etc.) and to charge late fee (finance charge), perform **End of the Month Processing (EOM)**. Then follow the instructions in the next section.

If your office does not age the accounts or apply finance charges, do not perform End of the Month processing. The statements can be run at any time, however, it is generally run once every four weeks for each patient. You may run several batches of statements during the month. Please be sure to click on update button after every batch has printed.

The statement module has three main functions:

End of the Month Processing (EOM): (beginning of every month)

End of the Month processing has three functions:

- A. Age the accounts with Over 30, 60, 90 days balances.
- B. Calculate finance charges for accounts with late charge checked and with aging balances.
- C. The date of last end of the month is stored in the setup file to close the month for transactions.

Aging of accounts and finance charge calculation can be skipped. No transaction may be entered prior to the close month date. The objective of the close month is to provide timely reports to accountant and avoid changes later. You may apply the adjustments/ transactions to previous month with any date after the close month date. **Please include a note in the transaction comments.**

End of the Year processing (EOY): (beginning of January, every year)

End of the Year processing should be done in early January to reset all the used insurance benefits (single and dual insurance coverage only) for patients. The date of last end of the year processing is stored in the setup file to avoid duplication.

Click on the EOY button.

How to Print Billing Statements:

1. Select type of coverage's and interval in number of days. Following forms are available,

- A. Standard form on blank paper (single window envelope.)
- B. By Provider.
- C. Standard form without Patient/Insurance shares on blank paper (Excl. Shares).
- D. Henry Schein pre-printed form with two window envelopes (HSI Pre-printed).
- E. Include Visa or MasterCard.

If you plan to use a form other than standard, click on the list box and select form.

2. Enter the starting last name and ending last name (the default range is AAAAA-zzzz). The last name is case sensitive. Lowercase letters follow uppercase letters. Enter UPPERCASE letters to start. An individual account can be printed by entering the last name in UPPERCASE and ending last name (same) in lower case. In case of last name like O'Neill, use O as starting name and o'neill as ending name.

A good practice is to run the accounts in the range, e.g. AAAAA through ZZZZZ. Please be sure to have enough paper in the printer. Keep all statements output to screen and then print in pages 1 through 100, 101 through 200, etc. Do not close or update until all statements are printed.

3. Select the type of accounts and the interval for the account transactions. The billing statement includes account transactions since last statement date.

4. Enter the Minimum balance for billing.

5. Select if you only want to apply finance charges to over 30 days or over 60 days or over 90 days balances.

6. Click on **COUNT** to get number of statements to be printed. It is only an estimate, actual number of pages printed may vary.

7. Click on **PRINT** to output the statements, this may take several minutes.

When all the statements have printed out in the batch, click on update to replace the statement date in accounts.

Note: If you accidentally pressed on Update button without printing, the statements can be printed again, however, no activities will be included. Change the statement date to next day and time interval to zero. Click on print to output statements (account balances only).

Click on Close button to go back to reports main page.

1 END OF MONTH (EOM) Last EOM Date: 2/29/2012 **2 BILLING SETUP** Last Statement Date: 1/6/2012 **3 FILTER OPTIONS**

Apply End of Month Finance Charge

- Over 30 Days
- Over 60 Days
- Over 90 Days

Hold your mouse over any number and you will see quick tips for that section

Statement Date
4/5/2012
28 Days since last statement

Coverage Type

- Cash
- Insurance
- Pre Paid
- Medicaid
- All Accounts

Starting Last Name
AAAAA

Ending Last Name
ZZZZZ

Minimum Balance
\$ 1

Close Previous Month
END OF MONTH (EOM)

4 ADD A MESSAGE

Billing Message (240 characters)

5 CHOOSE STATEMENT LAYOUT

- Standard
- Premium
- Color
- By Provider
- Excl. Shares
- Pre-Printed Form
- Include Visa/MC

6 GENERATE STATEMENTS

A. **VERIFY STATEMENT COUNT** 0

B. **SEND EMAILS**
Sent Today: 0

C. **PREVIEW/PRINT**

- Exclude Emailed Statements

D. **SEND TO BILLCONNECT**

- Exclude Emailed Statements

7 UPDATE AND REVIEW

Billing Statement Date

UPDATE LAST STATEMENT DATE

[VIEW STATEMENTS SENT](#)

View Statements on BillConnect

END OF YEAR (EOY)

Close

You can send your billing statements directly to the clearing house and they will mail them directly to your patients. Please call 1-800-847-7638 for more information