

CS OrthoTrac Software

End of Year Reports

This two-page job aid is designed for all team members. It lists the reports and information in CS OrthoTrac Practice Management software to generate at the end of the fiscal year.



Note: These reports are not required to close out the year. If these reports are not run at the end of the year, however, they cannot be run at the start of the next year to reflect year-end financial status.

Name and Path	Description
<p>Print and Close Daysheet</p> <p>Reports > Financial > Daysheet > Process Daysheet</p>	<p>Closing the Daysheet at the end of the year keeps the year-to-date totals and month-to-date Daysheet reports accurate for the end of the year and the beginning of the next year.</p> <p>Closing the Daysheet removes all transactions from the Daysheet, and daily totals are reset to zero.</p> <p>Close the Daysheet on the last work day of the year after all other activity has ceased in the software.</p> <p>If the deposit amounts match your payments in hand and all transactions seem correct, print and close the Daysheet.</p> <p>Verify that the Daysheet printed properly before clicking 'Yes' to close the Daysheet; the Daysheet cannot be reprinted after it is closed.</p> <p>January 1st, the system resets the monthly and yearly totals to zero.</p>

Job Aid



End of Year Reports continued . . .

Name and Path	Description
<p>Accounts Receivable Report</p> <p>Reports > Financial > Accounts Receivable by . . .</p>	<p>Generates a Detailed or Totals Only list of all receivable accounts by patient, responsible party, or insurance carrier.</p> <p>Close the Daysheet before running the report.</p> <p>Run the report on the last work day of the year and after all other activity has ceased in the software.</p>
<p>Patient Statistical Profile Report</p> <p>Reports > Patient > Patient Statistical Profile</p>	<p>Details the number of active financial accounts, the number of patients assigned to a given location, and the number of patients in each status within the practice.</p>
<p>Change Patient Numbering (Optional)</p> <p>Maintenance/Set-up > System Maintenance > Patient Add Options > Patient Numbering</p>	<p>Some practices use the patient ID number to show the year the patient was entered into the system.</p> <p>Patient ID numbers must be six or eight numeric characters. For example, the patient number 160001 was used for the first patient for the year 2017. The first two digits indicate the year 2017, and the last digit indicates the first patient of the year.</p> <p>If offices choose to use this numbering method, they should change the next patient number in patient number maintenance.</p>
<p>Update Non-Contract Charges and Contract Fees (Optional)</p> <p>Non-Contract Charges: Maintenance > Procedure Code Maintenance</p> <p>Contract Types: Maintenance > System Maintenance > Contract Types</p>	<p>Update non-contract charges if fees will change in new year</p> <p>Update fees linked to contract types if case fees have been associated with contract types and will change in the new year</p>