

## How to End the Month with MSI's PDX

Basically, the reasoning behind ending the month is to draw a line in the sand (concrete?) that divides what we did last month from what has been done this month. If you don't follow procedures similar to what is outlined below, you make it extremely difficult if not impossible to do such things as reconcile the bank deposits to the reports, one month's reports to another's, etc. All aging in this system is done on the fly on demand; there is no stored aging or aging task that must be done periodically. But an accounts receivable aging report and for that matter the accounts receivable balance is a point in time thing. The end of the month is a logical point in time to run reports that can be compared to other months, etc. In order to get meaningful information you should follow the steps below, those marked optional do not necessarily have to be done, but the end of the month might be a good time to do it. Note that running claim forms and electronic claims has absolutely nothing to do with the end of the month.

- 1) **You have to end the day before you end your month.** That means you must have everybody quit posting while you:
  - (Optionally) Reconcile the uncollected charge slips.
  - Reconcile the cash receipts, i.e. run and balance the check register and final it, then run it again to be sure the check register is empty.
  - Verify that the system is in balance.
  - **Back Up Your Data!** Label this backup "End of June '99" put today's date on it and set this backup aside for three months.
  - Run the daysheets.

Continue to refrain from posting while you run the remaining steps to get meaningful reports.

- 2) (Optionally-not recommended) Run the Finance Charges if you charge finance charges and you only run finance charges once a month. The recommended way to run finance charges and statements is daily or weekly or twice a week or twice a month. See the separate documentation regarding this.
- 3) (Optional unless you just ran finance charges) Run your statements. Again, you'll be much better off running (finance charges and) statements more often than once a month, and obviously there are a few things you must do at the end of the month, why make it a big log jam!
- 4) (Optional-not recommended) From the Reports Menu, run the Activity Report. This is a big alphabetical listing of everything done since last end of month. If you feel like you have to, run it after the end of month by transaction number so you can get on with your life.
- 5) (Optional-Recommended) From reports menu, aging reports run the Aging by account type. Run it again by provider if you have more than one provider and they care about such things.
- 6) (Optional-not recommended) all the other aging reports shown on the Aging Reports Menu. As mentioned above aging is a point in time thing and now is a logical point in time. If your doctor or your accountant or your bank wants a detail aging of all patients, here is where you do it. Unless you have to, I would maybe just print a detail aging of patients with an aged balance over 60 or 90 days periodically to work on, as opposed to printing everybody.
- 7) (Optional recommended) Run the Production/Revenue report for the month. This lists all the services or charges performed and all the payment sources and amounts received since the last end of month. Run again by provider if so desired. There is also the Choose Acctype Production Revenue that lets you choose an account type or a few account types to get a Production Revenue Report on if you are studying what is happening in just a few of your account types.
- 8) (Optional recommended) Run the Totals by Account Type report. This one report shows charges, payments, refunds, adjustments, patient count, visit count and accounts receivable balance by account type. Run again by provider if so desired.
- 9) **End the month.** From the Month End Menu pick Rollover. It will ask you to confirm or cancel one more time before it ends the month. If it has been less than 22 calendar days since you ended the prior month, it will inform you of that and again ask you to confirm or cancel.