PROCESS DESCRIPTION - VERSION 4.0 (JUNE 2010)

POSSIBLE ROLES: RECEPTIONIST / CASHIER / SECRETARY PROCESS 1.7.0: END OF DAY (EOD) PROCEDURES

#	Step	Observations	Menu options or screen information
1	Print a list of all clients assisted during on the specified date. Select: Reports > Clients > List and enter today's date in the From and To fields. Press Refresh button Note: If date range is left blank, the report displays all registered clients and a total	Client List Visiti From 20064-30 Revert Prime Last Visiti Client Street City State Zip Home Phone Work Phone 2006 0-4-30 Altyme, Mung Constella. L: Carters Gap 420 5187 240.7149 2006 0-4-30 Babb, Eighten Duriney Contage Crescent 433.8028 2006 0-4-30 Babb, Eighten Duriney Contage Crescent 433.8028 2006 0-4-30 Campet, Mung Eidhen 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Campet, Span Antha 2006 0-4-30 Ca	E Clients
2	Print today's list of all Visits conducted by service provider. Make sure that all visit data were properly entered. Mark Details checkbox. Update visit data.	Does 04-30 Hoves Phonesa Provider Genetium, Patrica Flom: 2008 64:30 It Report Provider Data Collent Year Coding 0000041 2008 04:40 Exercick, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:40 Macrock, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:4 Macrock, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:4 Macrock, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:4 Macrock, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:4 Macrock, Learne Shakera nl Exercick, Learne Shakera nl 2008 04:4 Macrock, Exercick Store Show Stroegen 80.00 375008 374105, 375101 2008 04:4 Macrock, Exercick Reverse Store Stroegen 30.00, 375008 375008 2008 04:4 Marcine Cleart for Pregnarcy Test 3000, 255004, 375008 375008 2008 04:4 Marcine Cleart for contaceptive	Visits Visits Visits
3	Print today's Appointments and Visits Validation report for an overview of Charges and Payments by Client visit. Mark Details checkbox. Make sure that all visits were properly closed through the tally sheet and checkout processes (Billed = Y). Check for ERRORS reported by the system in the rightmost column. Update and correct all visits.	Appointments and Visits Client Client Client Dos: 2009-08-20 Image: Client Client Client ID System ID Visit Charges Copuys Billed Frectitioner Date/Appt Client Client ID System ID Visit Charges Copuys Billed Frectitioner Date/Appt Client Client ID System ID Visit Charges Copuys Billed Free read Unknown 2009-08-20 Mmstemat Babel MBA-2009/07/20/202 91 506 5000 100 2009-08-20 Ama Anderson 2009-08-20 Ama Anderson 2009-08-20 Ama Anderson 3 300.00 266.11 Totals for Unknown 3 300.00 266.11 POSSIBLE ERRORS: GCAC Visit Form is missing: a form was not filled out for GCAC client NOV ISIT: means there is no visit for this client on the appointment date NOT CHECKED OUT: means the visit exists but has at least one charge that has not been billed (or checked out) FEE IS NOT ALLOWED: there is a code attached to a line item on the tally sheet that should not have a charge, for example: the ICD (diagnosis) MISSIGFEE: means that one or more line items that should have a charge do not have one COPAY NOT POSITIVE: means that a negative payment was entered into the tally sheet or as a prepayment	□·· Visits ··· Appointments ··· Visits ··· Appt-Visit
4	Print appointment schedule (if any) for following day, so nurses can pull appropriate charts. Also in case of system or power failure the following day, a printed copy of the next's day appointment schedule will facilitate work flow until system can be restored	Appointments Report Facility -A# - • From: 2006-04-30 ID Release Provider -A# - • From: 2006-04-30 ID Release Provider - A# - • From: 2006-04-30 ID Release Provider - 1 Admission 2006-04-300 850 Sandra Gittens 2 Re-visit 2006-04-300 850 Julia Fride 1 Admission 2006-04-300 850 Julia Fride 1 Admission 2006-04-300 850 Julia Fride 1 Admission 2006-04-30 0630 Julia Fride Admission 2006-04-30 0630	E Reports E Clients E Visits Market Appointments
5	 Print today's Sales by Item. Mark Details checkbox. Reconcile with your cash and check receipts. Report any discrepancies to Clinic Manager. Warning: This report shows total amount received, but does not specify any discounts or adjustments as the Collection Report does (see next) 	Sales by Item - All Facilities - • Free: 2009-04-10 III Te: 2009-04-10 III Date Logast In CSV Dist. Category Imm Date Intervent Date Intervent Opposition CSV Opposition CSV	Reports Clients Visits Financial Sales
6	Print today's Collection Report. This report displays Charges, Adjustments, Payments and Balances due, so it is very helpful for the cashier to reconcile her/his cash at the End of Day (EOD). By checking appropriate tick boxes and entering parameters, you can display credit aging for credit analysis.	National D D/D B Clefel D Parks Other Clefel D Parks D/D B D/D B <thd b<="" d="" th=""> D/D B <thd <="" b<="" d="" td=""><td>Reports Clients Visits Financial Collection Report</td></thd></thd>	Reports Clients Visits Financial Collection Report