



Capture Billing

Medical Billing Done Right

Monthly Financial &
Accounts Receivable Reports

SAMPLE REPORT PACKAGE

Medical Billing & Practice Management

Maximizing Physician Reimbursements



Capture Billing & Consulting, Inc.

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IMAGINE GETTING THE MONTHLY REPORTS YOU'VE BEEN WANTING FOR . . .

As part of our medical billing services, Capture Billing offers a multitude of customized reports for your practice. All of our reports are prepared monthly and a copy is given to each physician owner and management. This informational package contains examples of some of the reports we provide to our clients.

These reports offer analysis of three major components of the practice:



Overall Practice Management



Physician Performance and Coding



Insurance Reimbursements

Key points are presented in text boxes to provide additional highlights for each report. Unlike most computer system generated reports, our easy to read format allows for quick interpretation of pertinent data.

Let us give you peace of mind by knowing that your medical billing is being handled by professionals who will get the job done right. Join the countless number of physicians and practice managers that have benefited from the services of Capture Billing.

Feel free to use these reports as a template to prepare reports for your practice.

Visit our website at **www.CaptureBilling.com** to start having your medical billing done right!

Share this Report with Your Network



Capture Billing & Consulting, Inc.

Capture Billing and Consulting, Inc., a leader in the outsourcing medical billing industry, offers one of the most cost effective and comprehensive billing solutions available to healthcare professionals. By eliminating the need of an onsite medical billing staff, Capture Billing's staff of expert medical billers and certified professional coders helps to increase physician reimbursement by improving collection rates, ensuring proper ICD-9 and CPT coding and providing an ethical and compliant approach to healthcare billing management.

Our Medical Practice Monthly Summary

This is a summary of the practice's previous month's key financial figures.

Financial Activity

Total Charges Billed	\$ 629,262
Total Revenue Collected	\$ 358,646
Total Patient Visits	3,479

Accounts Receivable (A/R)

Due from Patient	\$ 90,821
Due From Insurance	\$ 523,161
Total Accounts Receivable	<u>\$ 613,982</u>

Days in A/R 31.6

Days in A/R indicates the average time it takes a claim to be paid. Under 65 days is considered good. The MGMA average for this specialty is 37.42 days to receive payment.*

Percentage A/R over 120 Days 5.5%

The percentage of A/R number indicates the amount of money uncollected after 120 days expressed as a percentage of total money due. The lower the number, the better. The MGMA average is 25.8% for this specialty.*

* Represents Medical Group Management Association (MGMA) average accounts receivable benchmarks for this specialty.

The Monthly Summary Report provides a snapshot of the practice's vital financial information.

Proper analysis of practice activity is strategic for a profitable office.




Our Medical Practice

Table of Charges, Revenue Patient Counts

This table tracks three key monthly figures; Charges, Revenue and Patient Counts over several years.

Year	Month	Charges	Revenue	Patients
2010	JAN	254,440	170,691	1,642
	FEB	257,723	155,462	1,679
	MAR	277,361	170,874	1,822
	APR	297,601	153,763	1,999
	MAY	306,760	167,900	2,074
	JUN	343,949	237,448	2,129
	JUL	333,681	179,935	1,956
	AUG	399,663	229,922	2,380
2011	SEP	350,000	250,000	1,800
	OCT	361,000	275,000	2,750
	NOV	314,000	244,300	2,443
	DEC	356,000	224,500	2,245
	JAN	413,000	245,300	2,453
	FEB	372,000	194,800	1,948
	MAR	425,000	281,600	2,816
	APR	405,000	244,500	2,445
2012	MAY	376,096	252,890	2,355
	JUN	407,600	245,882	2,448
	JUL	360,007	237,062	2,175
	AUG	448,727	234,303	2,611
	SEP	389,113	257,165	2,246
	OCT	412,471	197,972	2,988
	NOV	425,734	153,003	2,959
	DEC	423,317	298,336	2,921
2013	JAN	423,306	268,124	2,690
	FEB	411,314	244,143	2,724
	MAR	506,921	301,464	3,408
	APR	426,471	242,523	2,614
	MAY	490,030	318,414	3,026
	JUN	507,306	288,248	2,871
	JUL	465,712	284,943	2,848
	AUG	586,419	309,515	3,268
	SEP	459,541	327,610	2,536
	OCT	513,642	309,682	3,003
	NOV	631,740	273,147	4,230
	DEC	551,210	319,573	3,457
2014	JAN	648,100	362,469	3,449
	FEB	537,485	321,270	3,001
	MAR	629,262	358,646	3,779
	APR	534,674	287,933	3,101
	MAY	599,457	374,483	3,545
	JUN	630,771	331,177	3,341
	JUL	593,381	357,241	3,454
	AUG	698,746	379,755	3,809
	SEP			

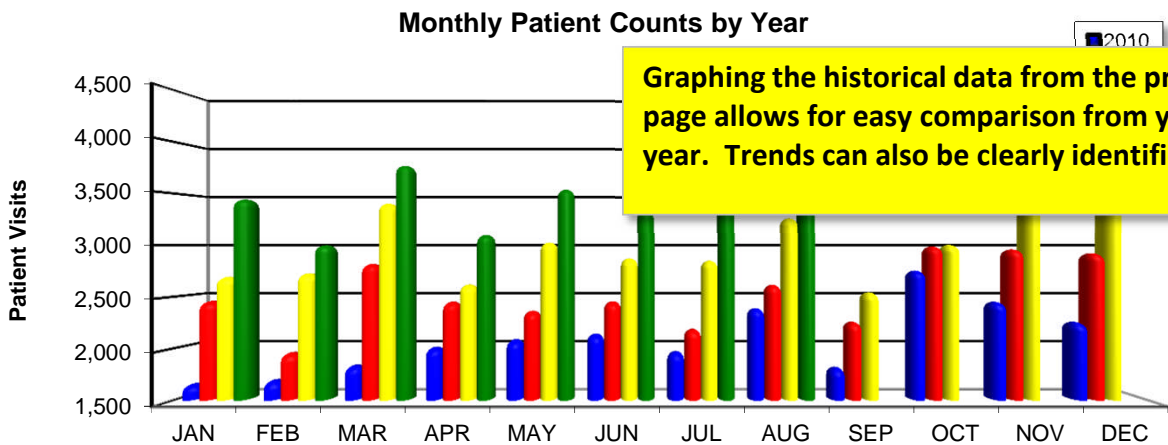
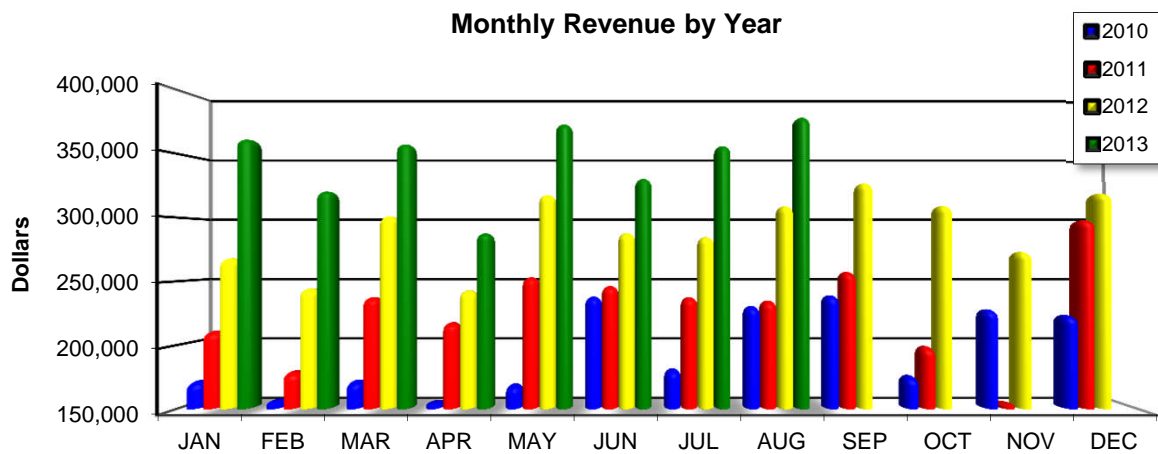
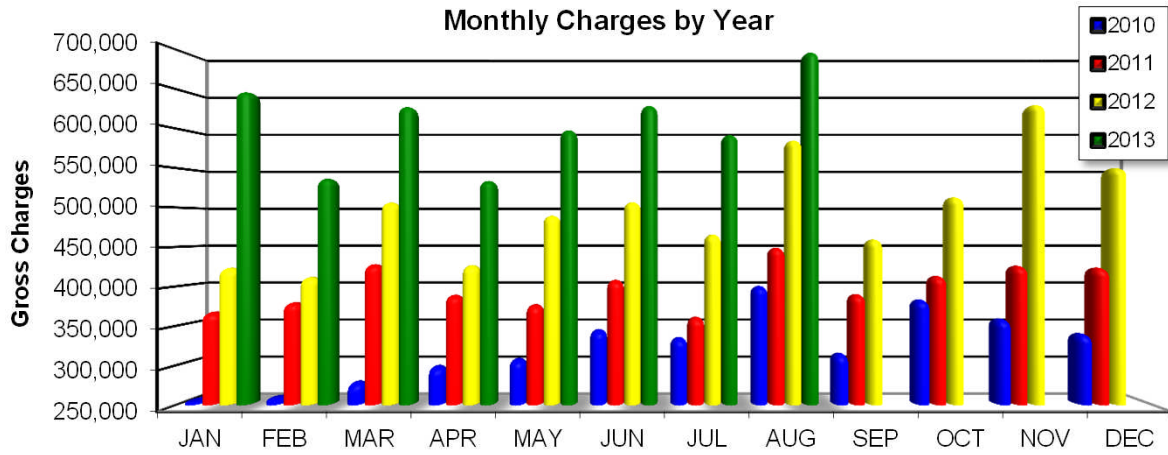
Three important numbers are Charges, Revenue and Patient Counts. This provides historical data so that you can easily compare one month to another.

 **This report can be used as a basis for both budgeting and future financial planning.**

Our Medical Practice

Charges, Revenue and Patient Count Graphs

By graphing the Charges, Revenue and Patient Count table we are able to clearly see monthly trends that may emerge. The figures can easily be compared year to year.



Graphing the historical data from the previous page allows for easy comparison from year to year. Trends can also be clearly identified.

Our Medical Practice Accounts Receivable

The Accounts Receivable Aging Report indicates how long insurance claims and patient balances have been outstanding and is represented as a percentage over 120 days. The lower the percentage, the better. The practice percentage is compared to the national average for the specialty to show how Capture Billing is at collecting money due.

	0-30	31-60	61-90	91-120	121-150	151+	TOTALS	%
PATIENT	38,838	24,800	16,266	5,783	3,936	1,199	90,821	14.8%
	42.8%	27.3%	17.9%	6.4%	4.3%	1.3%	100.0%	
INSURANCE	330,454	131,702	38,332	13,647	6,461	2,566	523,161	85.2%
	63.2%	25.2%	7.3%	2.6%	1.2%	0.5%	100.0%	
TOTALS	369,292	156,501	54,598	19,430	10,396	3,764	613,982	100.0%
	60.1%	25.5%	8.9%	3.2%	1.7%	0.6%	100.0%	
MGMA*	46.1%	14.3%	8.3%	5.6%	25.8%			

TOTAL OVER 120 DAYS

5.5%

25.8% MGMA*

Patient over 120 Days
Insurance over 120 Days

12.0%

4.3%

**Number of
Accounts:**

Patient

3420

Insurance

2127

* Medical Group Management Association
accounts receivable benchmark for this specialty



Capture provides proper follow-up and a structured appeals process to ensure timely collection of all patient and insurance reimbursements.




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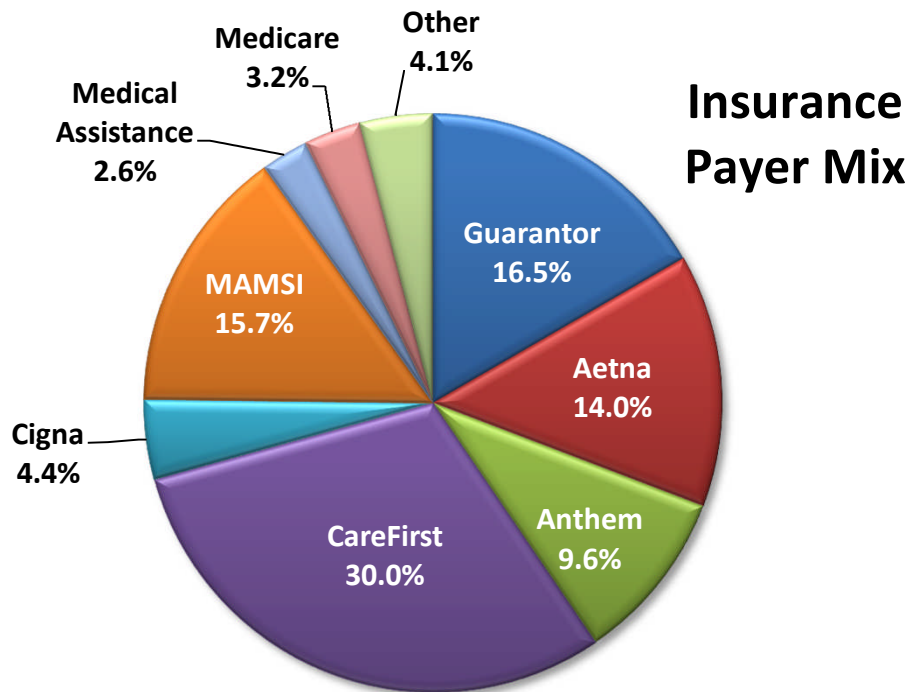
Our Medical Practice Payer Mix

This report shows the sources of revenue coming into the practice by insurance company. Note that guarantor payments include co-pays, coinsurance, deductibles and non-covered services.

PAYER	PAYMENTS	PCT
Guarantor	\$ 59,023	16.7%
Aetna	50,029	14.1%
Anthem	34,279	9.7%
CareFirst	107,105	30.3%
Cigna		
United Healthcare		
Onenet	15,522	
M.D. IPA	7,202	
OCI	8,207	
United Healthcare	21,829	
Medical Assistance		
Amerigroup	1,422	
Healthkeepers Plus	7,583	
Medicaid	323	
Medicare		
Other		
Sub-Total	\$ 354,057	100.0%
Refunds	1391	
TOTAL	355,448	



Where is your money coming from? Who is your biggest insurance payer? This itemized report breaks down your total reimbursements and identifies exactly where your money is coming from.

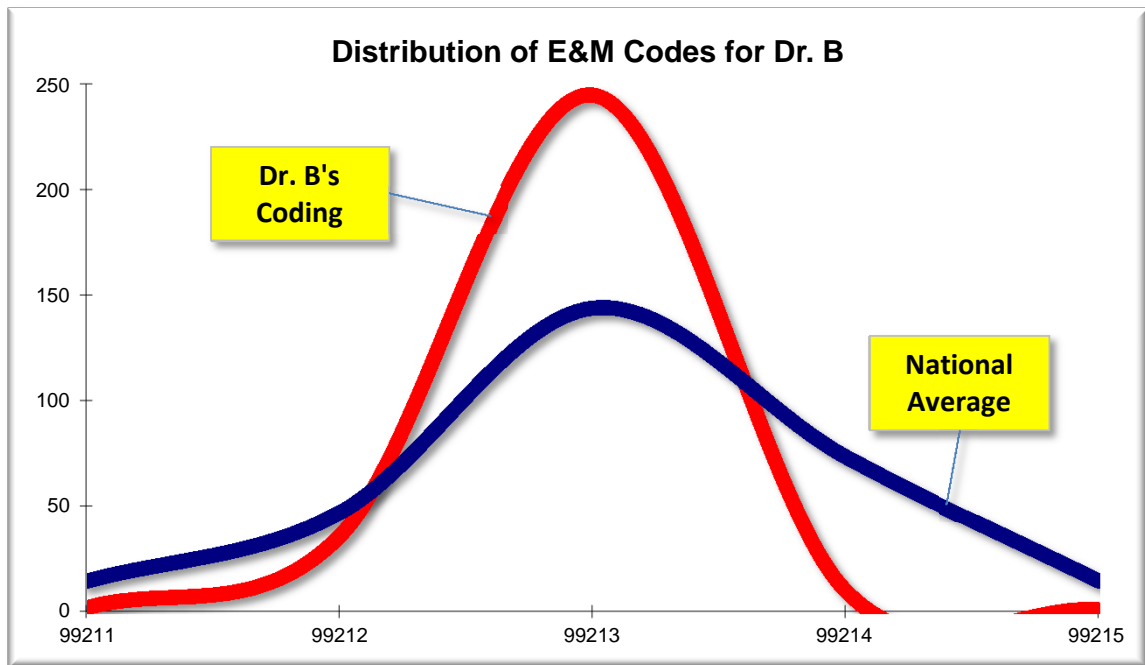


Our Medical Practice CPT Code Analysis

CPT Code Distribution for Dr. B

This table and bell curve show the distribution of Evaluation and Management (E&M) codes for the physician as compared to the National Average for the specialty. Do not base your coding on this utilization data or adjust codes to match national averages. Coding should be based on reasonable and necessary medical services supported by accurate documentation. This bell curve is a tool you can use to flag possible inappropriate coding patterns in your practice for further scrutiny. Use this tool to audit provider coding and documentation practices to ensure you are billing appropriately. Note that excessive use of higher level codes, 99214 and 99215, may trigger audits by insurance companies. Over use of lower level codes, 99212 and 99213, may result in lost revenue to the practice. Code properly.

Evaluation & Management CPT Code Distribution Table						
	99211	99212	99213	99214	99215	VISITS
PHYSICIAN TOTAL	2	36	245	10	1	294
	0.7%	12.2%	83.3%	3.4%	0.3%	100.0%
NATIONAL AVERAGE*	15	47	144	74	15	294
	5.0%	16.0%	49.0%	25.0%	5.0%	100.0%
VARIANCE	-13	-11	101	-64	-14	
	-4.3%	-3.8%	34.3%	-21.6%	-4.7%	



Blue Line = *Utilization percentages from the Medical Group Management Association (MGMA)

Red Line = Actual Coding



Physicians tend to undercode. This report shows the undercoding which leads to loss of revenue. By identifying individual provider coding patterns, Capture can then assist in training on proper chart documentation. This will allow the provider to feel more confident in correctly coding higher levels.

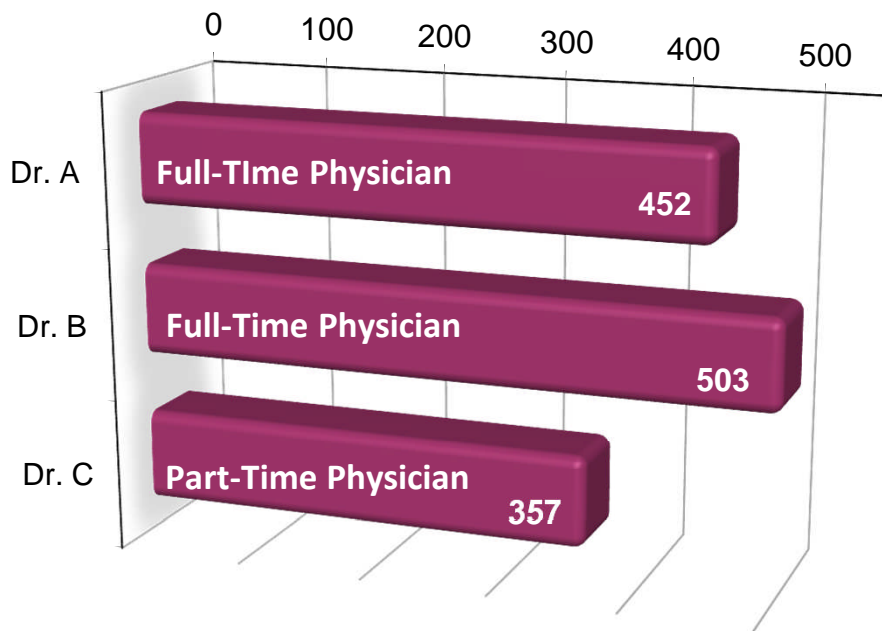
Our Medical Practice


Charges and Patient Visits by Physician

Providers are compared to other providers in the group by the amount of charges, the number of patient visits and the location the services were performed.

Physician	OFFICE		HOSPITAL		TOTALS	
	Charges	Visits	Charges	Visits	Charges	Visits
Dr. A	94,257	429	4,011	23	98,268	452
Dr. B	109,321	483	3,503	20	112,824	503
Dr. C	73,884	357	0	0	73,884	357
Nurse	759	9			759	9
TOTALS	278,221	1,278	7,514	43	285,735	1,321

Patient Visits by Provider





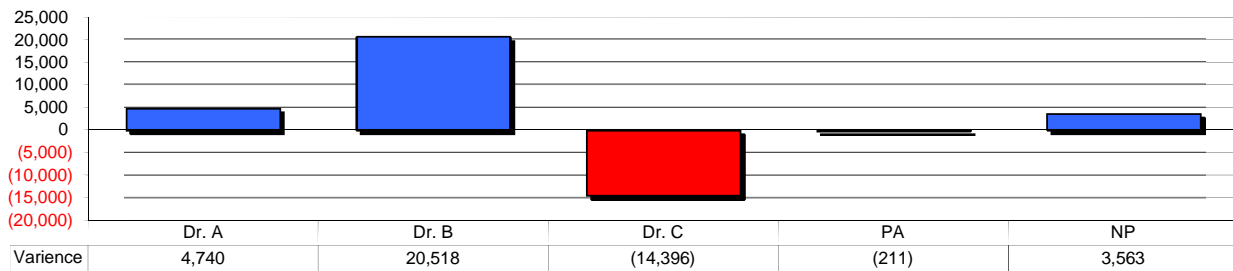
This report breaks down the provider charges and visits by location and is a comparison analysis for provider performance within the group.

Our Medical Practice Monthly Variance by Physician

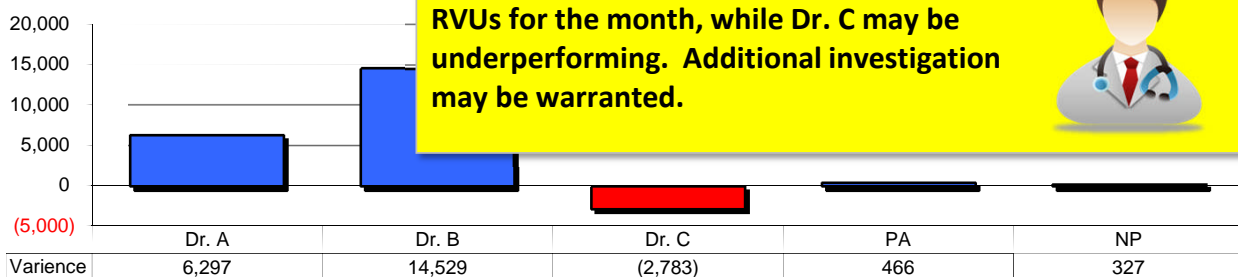
This report shows the variance from the normal benchmark for Charges, Revenue and RVUs. Ideally the numbers on the graphs should be at or above the norm (0). Negative numbers indicate that there may be a problem. The benchmarks are derived from practices across the country and can be prorated based on the average number of days worked per month for each provider. When reviewing the figures take into account any days not worked such as vacation or sick days. RVUs (Relative Value Units) are the best indicator of productivity as they measure the degree of difficulty and amount of work for a particular procedure or office visit. Benchmarks are specialty specific.

Provider	CHARGES			REVENUE			RVUs		
	Charges Benchmark	Charges Actual	Variance	Revenue Benchmark	Revenue Actual	Variance	RVU Benchmark	RVU Actual	Variance
Dr. A	98,471	103,211	4,740	56,858	63,155	6,297	1,140	1,064	(76)
Dr. B	98,471	118,989	20,518	56,858	71,387	14,529	1,140	1,196	56
Dr. C	98,471	84,075	(14,396)	56,858	54,075	(2,783)	1,140	903	(237)
PA	43,765	43,554	(211)	25,270	25,736	466	507	435	(72)
NP	32,824	36,387	3,563	18,953	19,280	327	380	397	17

Monthly Charge Variance by Physician Compared to MGMA Benchmarks



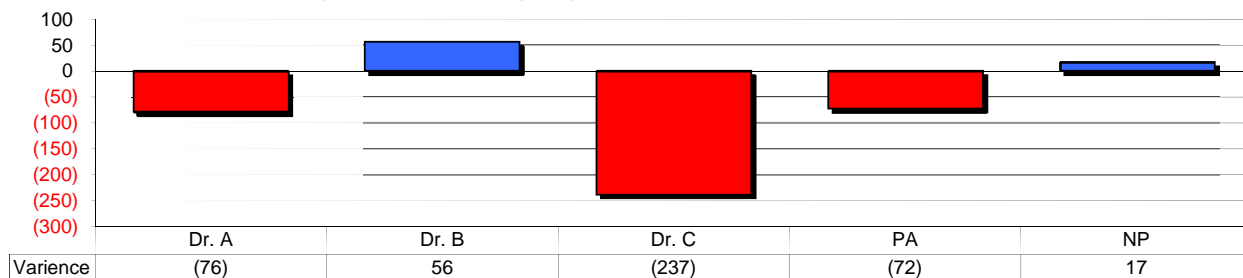
Monthly Revenue Variance by Physician Compared to MGMA Benchmarks



From the graphs we can see that Dr. B is performing above average in Charges, Revenue and RVUs for the month, while Dr. C may be underperforming. Additional investigation may be warranted.



Monthly RVU Variance by Physician Compared to MGMA Benchmarks



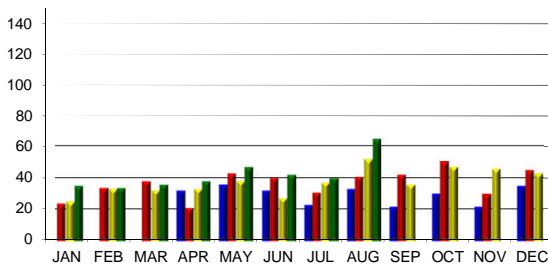
Our Medical Practice New Patients

This graph tracks new patients coming into the practice. When comparing same month over previous years you will be better able to identify trends. If a downward trend is identified you may have a problem attracting new patients and may have to look at staffing issues, internal policies and procedures, and/or pursue additional marketing efforts.

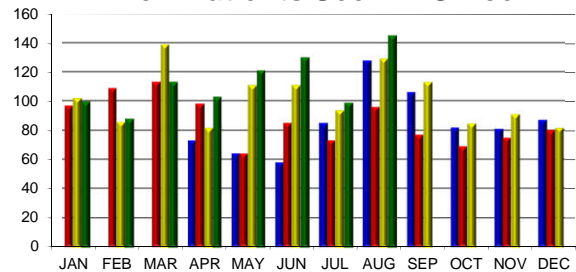
	2010				2011				2012				2013			
	Newborns	Office	Total	YTD	Newborns	Office	Total	YTD	Newborns	Office	Total	YTD	Newborns	Office	Total	YTD
JAN					24	97	121	121	25	102	127	127	35	100	135	135
FEB					34	109	143	264	33	86	119	246	34	88	122	257
MAR					38	113	151	415	32	139	171	417	36	113	149	406
APR	32	73	105	105	21	98	119	534	33	82	115	532	38	103	141	547
MAY	36	64	100	205	43	64	107	641	38	111	149	681	47	121	168	715
JUN	32	58	90	295	40	85	125	766	27	111	138	819	42	130	172	887
JUL	23	85	108	403	31	73	104	870	37	94	131	950	40	99	139	1026
AUG	33	128	161	564	41	96	137	1007	52	129	181	1131	65	145	210	1236
SEP	22	106	128	692	42	77	119	1126	36	113	149	1280				
OCT	30	82	112	804	51	69	120	1246	47	85	132	1412				
NOV	22	81	103	907	30	75	105	1351	46	91	137	1549				
DEC	35	87	122	1029	45	80	125	1476	43	82	125	1674				
TOTALS	265	764	1029		440	1036	1476		449	1225	1674		337	899	1236	

GRAPHS

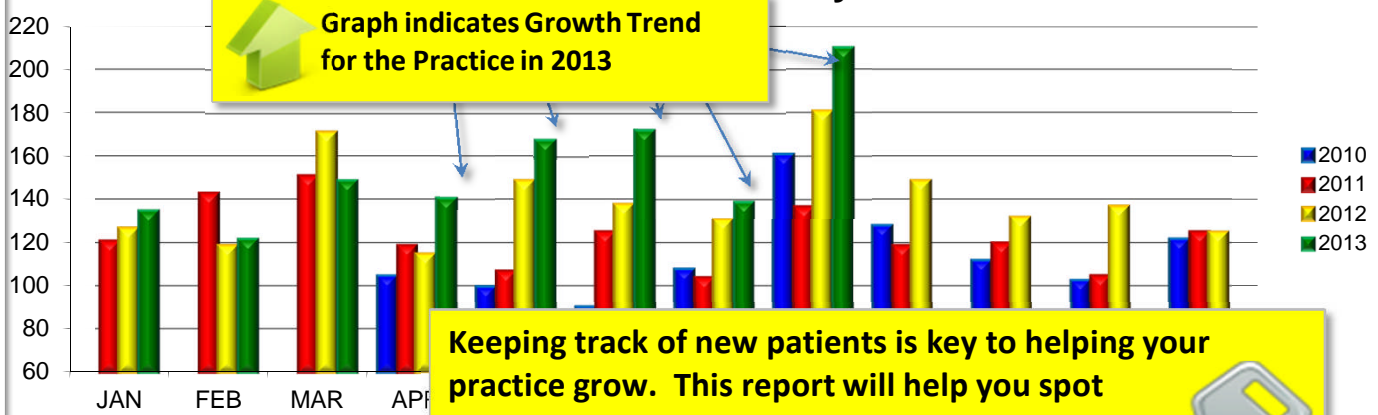
Newborns Seen at Hospital



New Patients Seen in Office



Total New Patients by Year



Graph indicates Growth Trend for the Practice in 2013

Keeping track of new patients is key to helping your practice grow. This report will help you spot downward trends that indicate when you may need to aggressively market the practice.





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