Revenue Reporting

Prepared for

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Table of Contents

Overview	1
Set-Up	1
Selection Criteria	4
Closing the Period	5
Current Period Revenue Report	7
Field Output (Current Period Revenue Report)	
Prior Period Revenue Report	9
Field Output (Prior Period Revenue Report)	10
Tracking Period Revenue Closing Dates	11
Billing Ledger Report	12
AR Activity Report	13

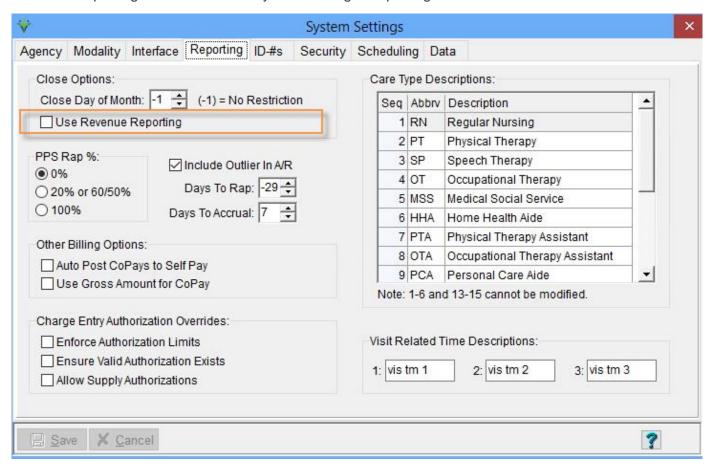
Revenue Reporting Overview

Overview

Revenue Reporting for Current and Prior Periods allows the user to determine revenue for both PPS and Non-PPS payers. The Revenue Report calculates earned revenue based on the date the service was provided for Non-PPS payers and based on the start date of the period for PPS Payers. These reports are static once the periods are closed and provide a manual-end close option to post revenue for the current period. Late data will be posted in the next period and will appear in the Prior Period report.

Set-Up

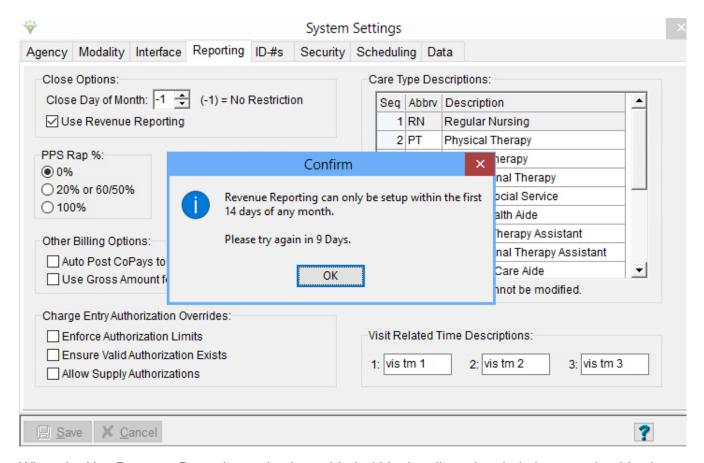
Revenue Reporting is enabled in the System Settings>Reporting Tab:



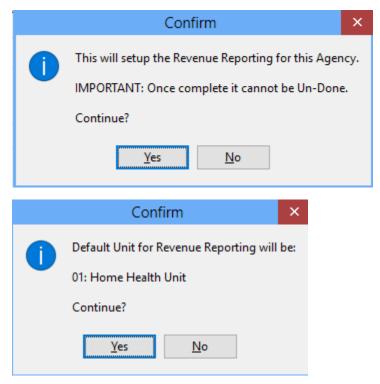
The maximum allowable number of days past month's end to close that month is 14. Therefore, the program will only allow the Revenue Reporting option to be enabled within the first 14 days of any month:



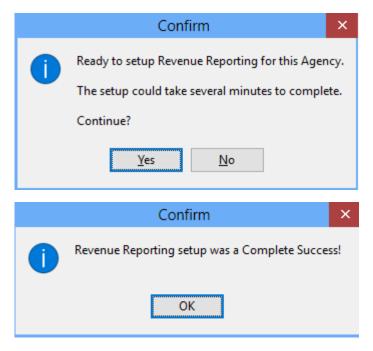
Revenue Reporting Set-Up



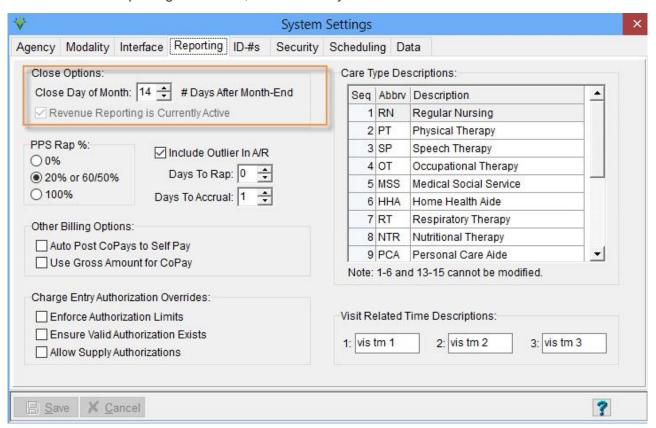
When the Use Revenue Reporting option is enabled within the allowed period, the user should select Yes at the following prompts to complete setup:



Revenue Reporting Set-Up



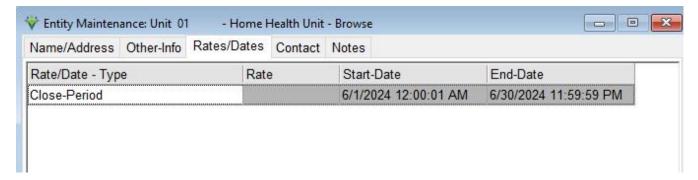
Once Revenue Reporting is enabled, the Close Day defaults to 14:



A default HIPPS Code of 3BC11 designated to use for Revenue Calculation for periods that do not yet meet the usual accrual requirements (OASIS with valid HIPPS, valid Diagnosis in treatment plan, billable visit).

Revenue Reporting Selection Criteria

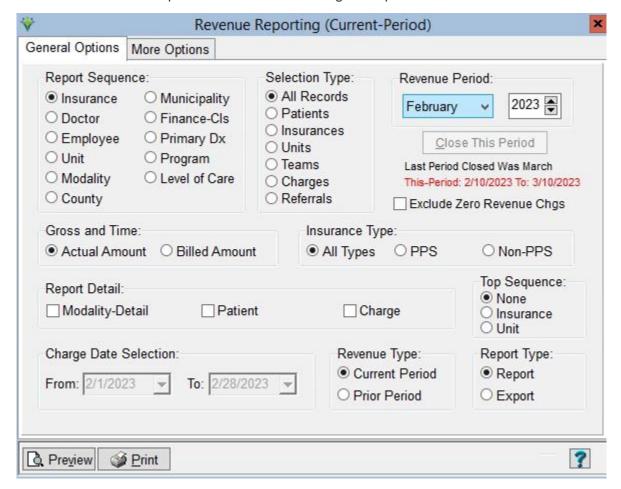
When enabled, the program will create a Close period record in the Unit table with an end date prior to the current month close period:



Clients wishing to enable Revenue Reporting for periods prior to the current close period must contact Support prior to closing the first revenue period.

Selection Criteria

Below is an overview of the options available for running the report.



Report Sequence: Determines how the report is sorted.

Selection Type: Can be run for All Records or narrowed down to specific record types.



Revenue Reporting Closing the Period

Revenue Period: Select the revenue month or select Custom to enable the Custom Date Selection.

Close This Period: This button is enabled when today's date is within the close period as configured in System Settings (up to 14 days after month end) and will be disabled once revenue is posted for that period.

Gross and Time: Billed amount option will print gross and time amounts for each pro-rated insurance and Actual amount (most commonly used) will print for only the first pro-rated insurance.

Insurance Type: Select All or choose to run PPS and Non-PPS payers separately.

Report Detail:

- Modality Detail: Categorizes visit revenue by modality.
- Patient: Categorizes visit revenue by patient.
- Charge: Prints visit revenue detail by visit date

Top Sequence: Choose None or sort first by Insurance or Unit prior to the selected Report Sequence.

Custom Date Selection: This option is enabled when 'Custom' is chosen for the Revenue Period. Posting is not allowed when Custom Dates are selected. When run for custom dates encompassing multiple close periods, the totals on that report will NOT necessarily match the sum of the totals for those periods run individually.

Revenue Type:

- Current Period: Choose this option to evaluate revenue recognized during the current billing period.
- Prior Period: Choose this opton to evaluate revenue that was earned in a prior period (dates
 prior to the dates in the current revenue period) but not recognized until the current revenue
 period (ex. Late charges or late certification periods that were not present in billing until the
 current period).

Report Type: Choose Report or Export. The Export option generates a file for use with Excel.

More Options>Financial Class: Choose a specific Financial Class

Closing the Period

The 'Close This Period' option will be present during the Close Days of the Month, as specified in System Settings.

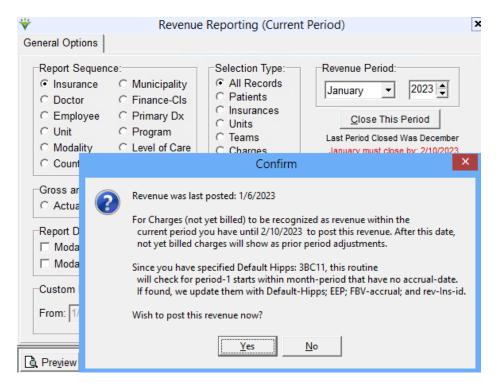
Billing Audits for the period should be posted prior to closing the month. Once the month is closed all billing audits posted will show as revenue adjustments (if applicable) in the next close period.

When selecting 'Close This Period', the user will be prompted to post the revenue after entering the posting password:



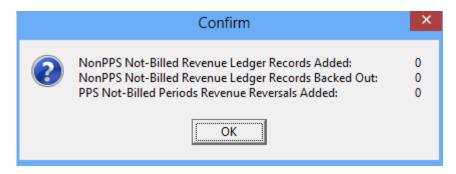
PAGE 5 rev. 9/19/2024

Revenue Reporting Closing the Period



- The report will select all charges for the revenue period, including charge dates within the period and those with Create Dates within the period + close days.
- The certification period must be present in billing to generate the PPS RevStart and PPS RevEnd charges that are used to report PPS Revenue.
- All OASIS for the period should be present in Billing prior to closing the month to report the
 most accurate revenue for the period. If a default HIPPS has been assigned, that HIPPS will be
 used to determine revenue for periods that did not meet the usual accrual requirements.
- If a non-PPS charge has been billed within the period, the amount shown is from the Bill Ledger and shows as revenue.
- If a non-PPS charge has NOT been billed with the period-end +close days, we use the primary
 insurance rate to calculate the revenue amount and a Not-Billed Revenue Bill Ledger record
 will be created. If the not-billed charge is posted to a Billing Audit after the period has been
 closed, only amounts differing from the original revenue amount will show on a subsequent
 Prior Revenue report once the subsequent period is closed.
- If Not-Billed Revenue was posted for a period that started 90 days prior to the current revenue and has never been billed, the revenue will be reversed and appear as a negative Prior-Adjustment on the Prior Revenue report.
- If the PDGM period is not billed within 90 days from the end of the period, the revenue will be reversed and appear as a negative Prior-Adjustment on Prior Revenue report.

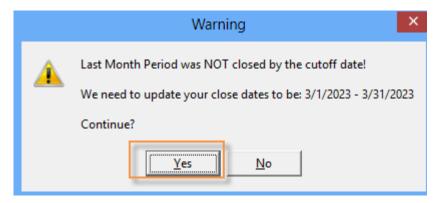




 The confirmation screen will display the number of Not-Billed Revenue records added/reversed.

Once Revenue has been posted, the Close option will be disabled for that revenue period.

Note: If users miss closing a period within the close dates, they will be prompted to allow the program to close the period when accessing the Revenue Reporting menu:



Important: Once revenue has been posted for a patient, that patient's admit record cannot be deleted. Instead, the admission can be changed to a discharged referral admit record to ensure continuity in the revenue reporting.

Current Period Revenue Report

The Current Revenue Report for a non-PPS Payer will show primary payer rates if the charge has not been posted to a billing audit prior to the closing period.

The PPS Payer will include revenue for the PPS Revenue Start and PPS Revenue End charges.

The PPS RevStart date will be the first day of the period. The number of days from that date to the period end is multiplied by the daily rate to determine the revenue for the current period.

Current period adjustments would be any Finals done within the same month as the period end date.



PAGE 7 rev. 9/19/2024

2/14/2023 11:04:40 AM Unit Sequence Billed-Gross/Time Selected Charge Dates

Current Period Revenue Report

All Records From: 1/1/2023 To: 1/31/2023

Page 1 Home & Hospice Care Services

Patients	Gross	Revenue	Period-Adj	Time	Billed-Qty	Actual-Qt
21 Testing						
Aarons, Anthony						
1/1/2023 PPS Revenue End: PPS RevEnd	0.00	44.96	0.00	0.00	0	0
1/2/2023 PPS Revenue Start: PPS RevStar	0.00	1348.70	0.00	0.00	-	0
Patient Totals:	0.00	1,393.66	0.00	0.00		0
Aarons, Billy						
1/2/2023 PPS Revenue End: PPS RevEnd	0.00	150.94	0.00	0.00	0	0
Patient Totals:	0.00	150.94	0.00	0.00		0
Accrual, Amy						
1/5/2023 PPS Revenue End: PPS RevEnd	0.00	203.32	0.00	0.00	0	0
1/6/2023 PPS Revenue Start: PPS RevStar	0.00	1057.27	0.00	0.00	0	0
Patient Totals:	0.00	1,260.59	0.00	0.00	0	0
Admit, Andy						
1/1/2023 PPS Revenue End: PPS RevEnd	0.00	29.58	0.00	0.00	0	0
1/2/2023 PPS Revenue Start: PPS RevStar	0.00	887.38	0.00	0.00	0	0
1/24/2023 Final PPS AFP Claim: PPS Final	0.00	0.00	850.76	0.00	0	0
Patient Totals:	0.00	916.96	850.76	0.00	0	0
Auths, EAK						
1/7/2023 Skilled Nurse Visit HR: 0551	171.00	171.00	0.00	1.00	1	1
1/13/2023 Skilled Nurse Visit HR: 0551	171.00	171.00	0.00	0.50	1	1
1/16/2023 Skilled Nursing Visit: SNVT	185.00	99.00	0.00	1.00	1	1
1/20/2023 Skilled Nursing Visit: SNVT	185.00	99.00	0.00	1.00	1	1
1/24/2023 Skilled Nursing Visit: SNVT	185.00	99.00	0.00	1.00	1	1
1/25/2023 Skilled Nurse Visit HR: 0551	171.00	171.00	0.00	1.00	1	1
1/27/2023 Skilled Nursing Visit: SNVT	185.00	99.00	0.00	1.00	1	1
Patient Totals:	1,253.00	909.00	0.00	6.50	7	7
CCfortyseven, NOA						
1/28/2023 PPS Revenue End: PPS RevEnd	0.00	1138.60	0.00	0.00	0	0
Patient Totals:	0.00	1,138.60	0.00	0.00	0	0
Medadvantage, Apps						
1/28/2023 PPS Revenue End: PPS RevEnd	0.00	1228.55	0.00	0.00	0	0
Patient Totals:	0.00	1,228.55	0.00	0.00	0	0
Unit Totals: 6	1,253.00	6,998.30	850.76	6.50	7	7

Field Output (Current Period Revenue Report)

Gross: Amount shown is from the Charge Code rate. For PPS Revenue Start/End and Final PPS AFP Claim Charges the Gross amount is always zero.

Revenue: Amount shown is the billed amount for billed charges, or the primary payer's bill rate if the charge is not yet billed. For PPS payers the revenue for visit charges is always zero as revenue will be reported in the PPS Revenue Start/End charges.



PAGE 8 rev. 9/19/2024

Period-Adj: When Final claims are posted in the same month as the period ended, any difference between the revenue and billed amount is shown as a Period Adjustment.

Time: Visit hours

Billed Quantity: Number of billed visits. If a bill has been prorated to multiple insurances, these stats may appear under multiple payers.

Actual Quantity: Number of visits actually completed.

Prior Period Revenue Report

This report will display revenue for services that have Visit and/or Create dates prior to the current revenue period but that had not posted as revenue previously. This would include charges that were not present in Billing at the time of the previous month's end close.

If the PPS Final is completed after the period ended, the Final amount will show as a Prior period adjustment on the Prior Revenue Report.

If the insurance billed in the current month is different from the insurance that received the accrued revenue ledger transaction, it will show on the Prior Revenue report as a negative to the original insurance.



PAGE 9 rev. 9/19/2024

2/14/2023 11:12:17 AM
Prim-Ins/Unit Sequence
Billed-Gross/Time
Selected Charge Dates

Prior Period Revenue Report

Units From: 1/1/2023 To: 1/31/2023

Page 1 Home & Hospice Care Services 2021 Testing

colocida chango balco	Patients	Gross	Prior-Adjust	Time	Billed-Qty	Actual-Qty
Blue Cross MA PPS						
021 Testing						
Medadvantage, Apps						
1/3/2023 Final PPS AFP	Claim: DDS Final	0.00	-12.62	0.00	0	0
Patient Totals:	Ciaini. FF3 i inai	0.00	-12.62	0.00	_	0
Unit Totals:	1	0.00	-12.62	0.00		0
Insurance Totals:	1	0.00	-12.62	0.00		0
orizon BS NJ (auth)						
021 Testing						
Auths, EAK						
11/14/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	0.50	1	1
11/21/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	0.50	1	1
11/28/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	0.50	1	1
11/30/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	1.00	1	1
12/1/2022 Skilled Nurse V	/isit HR: 0551	171.00	171.00	0.50	1	1
12/16/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	0.50	1	1
12/16/2022 Skilled Nurse \	/isit HR: 0551	171.00	171.00	4.50	1	1
12/30/2022 Skilled Nurse V	/isit HR: 0551	171.00	171.00	0.50	1	1
Patient Totals:		1,368.00	1,368.00	8.50	8	8
Unit Totals:	1	1,368.00	1,368.00	8.50	8	8
Insurance Totals:	1	1,368.00	1,368.00	8.50	8	8
ledicare						
021 Testing						
Aarons, Anthony						
1/4/2023 Final PPS AFP	Claim: PPS Final	0.00	1712.68	0.00	0	0
Patient Totals:		0.00	1,712.68	0.00	0	0
Activity, Ann						
1/18/2023 Final PPS AFP	Claim: PPS Final	0.00	-33.35	0.00	0	0
Patient Totals:		0.00	-33.35	0.00	0	0
CCfortyseven, NOA						
1/3/2023 Final PPS AFP	Claim: PPS Final	0.00	-24.00	0.00	0	0
Patient Totals:		0.00	-24.00	0.00	0	0
Unit Totals:	3	0.00	1,655.33	0.00	0	0
Insurance Totals:	3	0.00	1,655.33	0.00	0	0

Field Output (Prior Period Revenue Report)

Gross: Amount shown is from the Charge Code rate. For PPS Revenue Start/End and Final PPS AFP Claim Charges the Gross amount is always zero.

Prior-Adjust: This column includes any activity completed for periods that ended prior to the current period's start date.

Time: Visit hours



PAGE 10 rev. 9/19/2024

Billed Quantity: Number of billed visits. If a bill has been prorated to multiple insurances, these stats may appear under multiple payers.

Actual Quantity: Number of visits actually completed.

Tracking Period Revenue Closing Dates

The most recent month closed will display on the Revenue Reporting menu. In addition, all previously closed period's dates are available for review in the Unit file.

Once revenue has been posted, Unit 01 will be updated with the closing period dates.

Go to File>File Maintenance>Type = Unit

Select Unit 01.

Go to the Rates/Dates tab.

The **Close-Period** will display the Start-Date as the first date after the previous period's close and the End-Date as the close date for that period. These records are time-stamped to prevent charges posted on Billing Audits on the close date but after the period was closed from affecting that period's revenue totals.

∵ Ent	ity Ma	intenance: Unit 01	Home Hea
Name/Address C	Other-In	fo Rates/Dates Conta	ct Notes
Rate/Date - Type	Rate	Start-Date	End-Date
Close-Period		8/1/2022 12:07:46 PM	9/2/2022 12:07:46 PM
Close-Period		9/2/2022 12:07:47 PM	10/3/2022 12:10:07 PM
Close-Period		10/3/2022 12:10:08 PM	11/3/2022 12:12:35 PM
Close-Period		11/3/2022 12:12:36 PM	12/2/2022 12:14:17 PM
Close-Period		12/2/2022 12:14:18 PM	1/3/2023 12:15:40 PM
Close-Period		1/3/2023 12:15:41 PM	2/3/2023 12:22:10 PM
Close-Period		2/3/2023 12:22:11 PM	3/6/2023 1:46:23 PM
Close-Period		3/6/2023 1:46:24 PM	4/7/2023 3:43:48 PM
Close-Period		4/7/2023 3:43:49 PM	5/5/2023 1:28:06 PM
Close-Period		5/5/2023 1:28:07 PM	6/6/2023 10:11:45 AM
Close-Period		6/6/2023 10:11:46 AM	7/6/2023 10:45:00 AM
Close-Period		7/6/2023 10:45:01 AM	8/7/2023 9:52:00 AM

Note: The Close-Period information is Read-Only. Initial set-up must be performed by Support prior to closing the first revenue period.



PAGE 11 rev. 9/19/2024

Revenue Reporting Billing Ledger Report

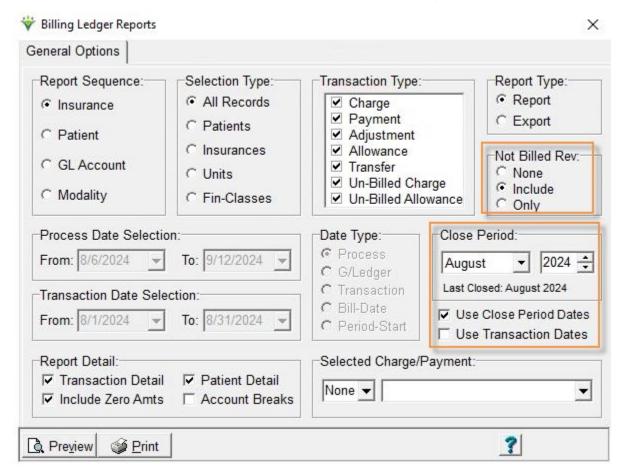
Billing Ledger Report

The Billing Ledger Report has a new option to display Not-Billed Revenue Types created within the Non-PPS Revenue posting that takes place during the closing routine.

Not Billed Revenue records are created for charges that are not posted on a Billing Audit prior to closing the revenue period.

Note: Not-Billed Revenue amounts are NOT included in GL totals.

Select to Use Close Period Dates to compare to the Revenue Report.





Revenue Reporting AR Activity Report

2/6/2023 9:24:48 AM Insurance Sequence Selected Transaction Types

Billing Ledger Report

G/Ledger Dates From: 1/1/2023 To: 1/31/2023

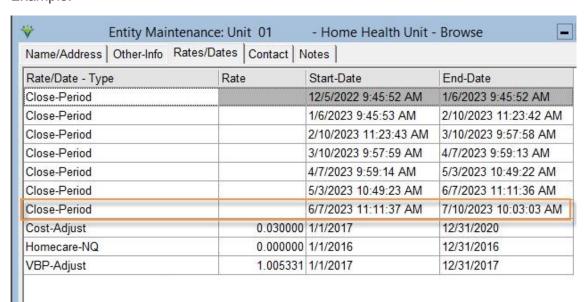
Page 1
Home & Hospice Care Services

GL-Account	GL-Date	GL-Type	GL-Amount	Processed	Trans-Date	Description	Code	
Aetna: 60004 Master								
Test, MSP: 1029								
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/6/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/13/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/13/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/20/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/20/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/27/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Charge	171.00	01/03/2023	12/27/2022	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Not-Billed Revenue	171.00	01/03/2023	1/3/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/3/2023	Not-Billed Revenue	171.00	01/03/2023	1/3/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/10/2023	Not-Billed Revenue	171.00	01/10/2023	1/10/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/10/2023	Not-Billed Revenue	171.00	01/10/2023	1/10/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/17/2023	Not-Billed Revenue	171.00	01/17/2023	1/17/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/17/2023	Not-Billed Revenue	171.00	01/17/2023	1/17/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/24/2023	Not-Billed Revenue	171.00	01/24/2023	1/24/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/24/2023	Not-Billed Revenue	171.00	01/24/2023	1/24/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/31/2023	Not-Billed Revenue	171.00	01/31/2023	1/31/2023	Skilled Nurse Visit HR	0551	
Comm Rev#	1/31/2023	Not-Billed Revenue	171.00	01/31/2023	1/31/2023	Skilled Nurse Visit HR	0551	
Ins Total: A	etna		-1,197.00	7.00 GL Offset: Comm AR Acct #00001 1,199				

AR Activity Report

The AR Activity Report has a new Revenue Period option that will include activity within the Close Period dates for the selected Revenue Period.

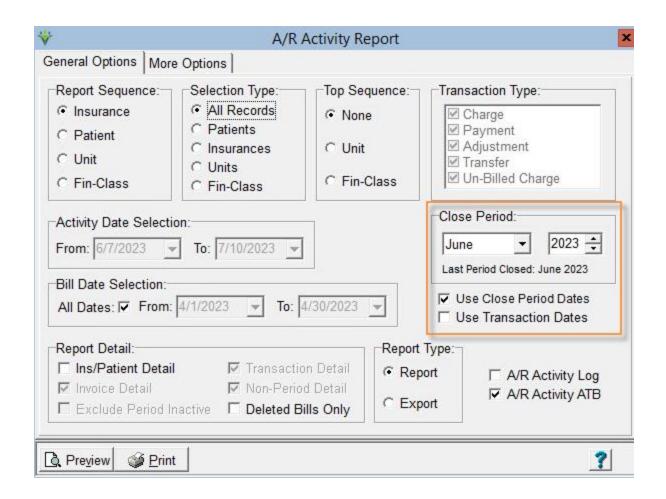
Example:





PAGE 13 rev. 9/19/2024

Revenue Reporting AR Activity Report



A/R Activity ATB 7/28/2023 9:55:20 AM Page 1 Insurance Sequence Activity From:6/7/2023 11:11:37 AM To:7/10/2023 10:03:03 AM Home + Hospice Care Services Current Over-30 Over-60 Over-90 Over-120 Beginning Billed-Amts Payments Adjustments Ending Aetna 0.00 0.00 855.00 0.00 0.00 855.00 0.00 0.00 0.00 855.00 Aetna Medicare PDGM 0.00 0.00 0.00 1,191.67 0.00 0.00 1,191.67 0.00 0.00 1,191.67 **BCBS NY Hospice** 691.52 0.00 0.00 0.00 0.00 0.00 691.52 0.00 0.00 691.52 Highmark BCBS 60 day PDGM 0.00 0.00 0.00 0.00 0.00 3.692.62 0.00 0.00 3,692.62 3.692.62 KS Medicaid Hospice 5,307.00 0.00 0.00 0.00 0.00 0.00 5,307.00 0.00 0.00 5,307.00 0.00 Medicare 5.179.95 0.00 0.00 0.00 3.061.38 6.552.73 4.434.16 0.00 5.179.95 Medicare Hospice 1,790.27 0.00 0.00 0.00 0.00 0.00 1,790.27 0.00 0.00 1,790.27 Grand-Total: 17.853.03 0.00 855.00 0.00 0.00 3.916.38 19.225.81 4.434.16 0.00 18.708.03



PAGE 14 rev. 9/19/2024