

# Accounting in Partner

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2015 UC  
July 24, 2015

# Partner Accounting Basics

- Procedure Table
  - Accounting Types
    - Receipts versus Revenues
- Refund Program
  - Refund is the name of the program not the function
  - Accounting adjustments positive or negative
  - Linking payments to the procedures
- Reports
  - daysheet, deposit, srs reports

# Revenue Accounting Types

- Revenue
  - Procedures performed by the providers
- Revenue - Credit W/O
  - Keeping the money
- Revenue -Service Charge
  - Posting a service fee or charge
- Revenue – Non Service
  - Procedure for non-clinical services

# Receipt Accounting Types

- Receipt
  - Reduces receipts (payments)
- Receipt – NSF
  - Returned checks
- Receipt – Refund
  - Refunds to patients
  - Refunds or take backs by payers

# CREDITS

# Definition of Credits in Partner

- Payments in excess of charges
- Credits are always personal in Partner
- Credits are not aged and therefore always current
- Artificially reduces A/R
- Liability

# Managing Credits with Refunds

- Credit policy & procedures
- Compliance with state laws & payer contracts
- Refund reduces receipts (payments) on the daysheet
  - Refund to patient or payer
- Accounting type
  - Receipt – Refund
  - Revenue – Credit W/O (keeping the payment)
- Procedure name will vary
  - Useful for reporting

# Credit Write-Offs

- How to locate credits
  - persview
  - srs - credit balance report
- Revenue – Credit W/O
  - Claiming the money as income
  - Increases revenue
- Process
  - Post refund
  - Link payment
  - Listed under the *revenue* column on the daysheet



# Over-payments & Take-backs

# Over-payments

- Possible over-payments
  - EOB has over paid on a claim
  - Duplicate payment on claim
    - Caution: Do not post an over-payment to an account; especially without an offset immediately
  - Unidentified patient claim
- Holding accounts
  - Insurance Over-payment Account & Patient
  - Flag as Internal Account

# Take-backs - Forced Refunds

- Payer deducts payment from a previous EOB and reapplies the payment
- Take-back is the same as a refund to payer
- Distinction between Refund and Take-back
  - Refund
    - Payment made directly to carrier by the practice
  - Take-backs
    - Payer deducts payment from the EOB

# Process for a Take-back

- Locate the over-payment either in the Over-payment account or in the patient account
- Post the refund to the appropriate account
- Link the payment to the Take-back procedure
- Take-backs from a patient claim consider
  - Payer adjustment
  - Appeal or personal bill

# Return Check & Associated Fee

# Returned Check & Service Fee

- Two Accounting Types
  - Returned Check
    - Receipt – NFS
    - Link the payment to this charge
  - Service Fee
    - Revenue – Service Charge
    - Post a charge that will be billed to the user

# In Summary

- Determine the Accounting Type of the Procedure
  - Revenue vs Receipt
- Use the Refund Program to post the procedures
- Link payments to 'refund' charge
- Document in account notes
- Appropriate reports

Thank you!