

## Charge Modifications

### Charge Not Processed

A charge that has not yet been processed by Auto or Manual Close can be modified as needed.

To **modify a charge** (not yet processed) on an encounter:

- **Highlight the charge** to be modified
- Click the **Open** button
- **Modify the appropriate field(s)** on the charge
- Click the **Save** button

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
03/21/2007	99215 Office/outpatient visit, est. high c...	B	110.00			90.00						20.00	110.00
03/21/2007	80051 Electrolyte panel	B	30.00			30.00							30.00
03/21/2007	71020 X-ray, chest, two views, frontal/L...	B	55.00			55.00							55.00
03/21/2007	93000 Electrocardiogram (routine ECG)...	B	40.00			40.00							40.00

Below is a list of **fields that can be modified** on a charge not yet processed:

- Service Dates
- Service Item / Description
- Modifiers
- Quantity
- Price
- Tooth / Surface / Quadrant *(Displayed only if selected in Practice Preferences > Charge Entry tab)*
- Process Date
- Diagnoses
- Rendering *(Only if allowed in Practice Preferences > Charge Entry tab)*
- Referring *(Only if allowed in Practice Preferences > Charge Entry tab)*
- Additional Provider *(Displayed only if selected in Practice Preferences > Charge Entry tab)*
- Place of Service
- Narrative
- Dunning Message *(Only if user has appropriate security in System Administrator)*
- Notes
- Batch Description *(Displayed only if selected in Practice Preferences > Charge Entry tab)*
- Location

## Charge Processed

A charge that has already been processed by Auto or Manual Close can still be modified if needed.

**Example:** Insurance denies payment due to an invalid diagnosis code on the charge. The charge can be modified to change the diagnosis code, the encounter can be rebilled, and a new claim created and sent to the insurance.

To **modify a charge** (processed) on an encounter:

- **Highlight the charge** to be modified
- Click the **Open** button
- **Modify the appropriate field(s)** on the charge
- Click the **Save** button

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
02/21/2007	99212 Office/outpatient visit, est, prob...	B	95.00			75.00						20.00	95.00
02/21/2007	80051 Electrolyte panel	B	30.00			30.00							30.00
02/21/2007	82040 Assay, serum albumin	B	55.00			55.00							55.00

Below is a list of **fields that can be modified** on a processed charge:

- Service Dates
- Modifiers
- Tooth / Surface / Quadrant *(Displayed only if selected in Practice Preferences > Charge Entry tab)*
- Diagnoses
- Rendering *(Only if allowed in Practice Preferences > Charge Entry tab)*
- Referring *(Only if allowed in Practice Preferences > Charge Entry tab)*
- Place of Service
- Narrative
- Dunning Message *(Only if user has appropriate security in System Administrator)*
- Notes
- Batch Description *(Displayed only if selected in Practice Preferences > Charge Entry tab)*
- Location

Below is a list of **fields that cannot be modified** on a processed charge:

- Service Item / Description
- Quantity
- Price
- Process Date
- Additional Provider *(Displayed only if selected in Practice Preferences > Charge Entry tab)*

## Void Charge

### Delete Charge vs. Void Charge

**Delete:**

A charge entered in error, *that has not yet been processed*, can be deleted on the *Charge Posting* window. A deleted charge is completely removed from the encounter.

**Charge Posting - Void, Victor**

Patient: *Void, Victor* | Encounter: 922 | 02/01/2010 | Billed | Process: 02/01/2010

Created: Siegle, Ray 02/25/2010 11:22 A | Modified: Siegle, Ray 02/25/2010 11:22 A | Process Date: 2/1/2010

Diag: 1 250.00 DM, uncomplicated, type II | Place Svc: Office

Svc Dates: 02/01/2010 to 02/01/2010 | Svc Item: 82962 Glucose blood test | CPT4: 82962

Quantity: 1 | Unit/Override: 37.50 | Extended: 37.50

Rendering: Kiley MD, James | Location: Englewood Office

Buttons: New, Open, Save, Next Enc, Cancel, **Delete**, Clear, Promote, Demote

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
02/01/2010	99213 Office/outpatient visit, est, exp ...	B	90.00	-10.00		80.00							80.00
02/01/2010	81002 Urinalysis, non-automated, w/o ...	B	25.00			25.00							25.00
02/01/2010	82962 Glucose blood test	B	37.50			37.50							37.50

**Void:**

A charge entered in error, *that has already been processed*, must be voided on the *Charge Posting* window. A voided charge remains on the encounter. The original charge amount and quantity are automatically reversed.

**Charge Posting - Void, Victor**

Patient: *Void, Victor* | Encounter: 923 | 02/08/2010 | Billed | Process: 02/08/2010

Created: Siegle, Ray 02/25/2010 12:08 P | Modified: Siegle, Ray 02/25/2010 12:08 P | Process Date: 2/8/2010

Diag: 1 250.00 DM, uncomplicated, type II | Place Svc: Office

Svc Dates: 02/08/2010 to 02/08/2010 | Svc Item: 82962 Glucose blood test | CPT4: 82962

Quantity: 1 | Unit/Override: 37.50 | Extended: 37.50

Rendering: Kiley MD, James | Location: Englewood Office

Buttons: New, Open, Save, Next Enc, Cancel, **Void**, Clear, Promote, Demote

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
02/08/2010	99213 Office/outpatient visit, est, exp ...	B	90.00			80.00						10.00	90.00
02/08/2010	81002 Urinalysis, non-automated, w/o ...	B	25.00			25.00							25.00
02/08/2010	82962 Glucose blood test	B	37.50			37.50							37.50

**File Maintenance > System Master Files > Transaction Codes:**

Verify the following preinstalled adjustment code is defined as follows:

- Description:** Enter *ZVoid Charge*
- Type:** Select *Adjustment*
- Source:** Select *Patient*
- Sign Type:** Select *Negative (-)* so the balance on a charge will decrease when this code is used
- Bad Debt Only:** Do not select this check-box. This would be selected only on Transaction Codes to be used on encounters that have been turned to collections and have a status of Bad Debt.
- Allow Sign Override:** Select this check-box. This will allow the code being defined to be used with the opposite "Sign Type" from that defined above. This is useful when reversing transactions entered in error.

**Practice Preferences > Tran Codes tab:**

Enter the *ZVoid Charge* transaction code in the *Void Charge* field. The system will automatically use this transaction code when a charge is voided on the *Charge Posting* window, reversing the charge amount and quantity.

The screenshot shows the 'Practice Preferences' window with the 'Tran Codes' tab selected. The window is divided into several sections:

- Default Transaction Codes:**
  - Patient Cash: Account Cash
  - Patient Adjustment: Account Adjustment
- System Generated Transaction Codes:**
  - Applied Encounter/Invoice Credit: Applied Account Debit, Bad Debt Credit
  - Applied Encounter/Invoice Debit: Transfer Credit to Account, Bad Debt Debit
  - Applied Account Credit: Receive Credit on Account, Void Charge

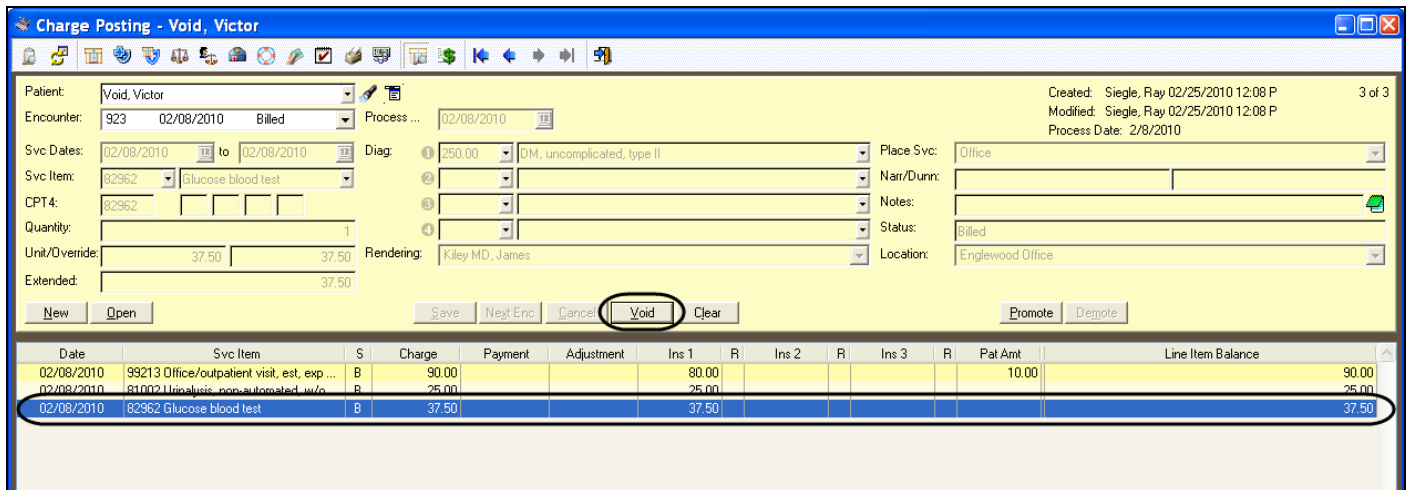
In the 'Void Charge' dropdown menu, 'ZVoid Charge' is selected and circled.

**Void a Charge:**

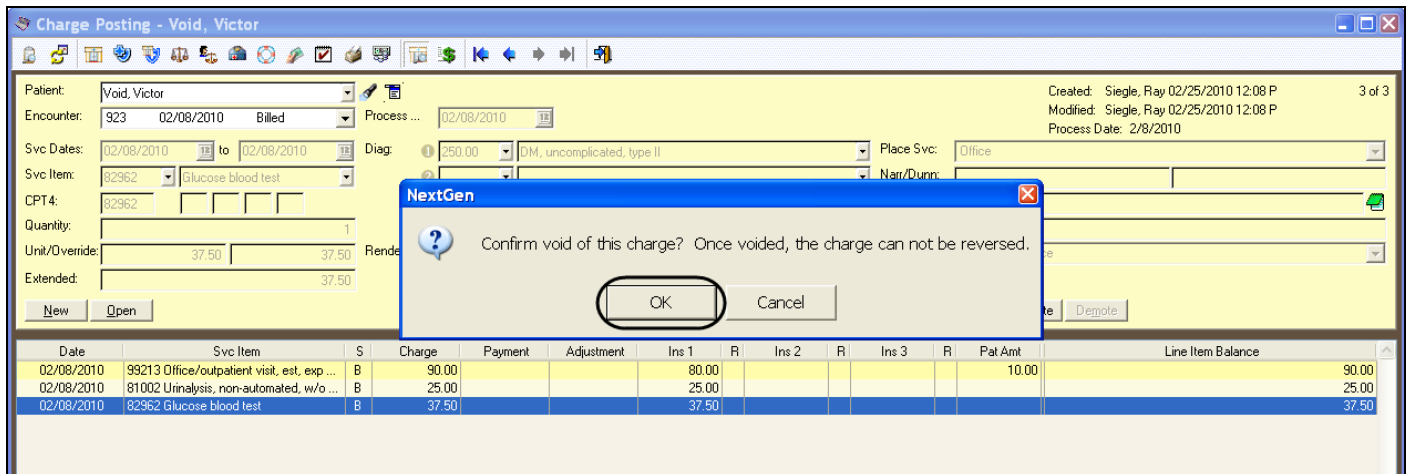
In the example below, an 82962 Glucose Blood Test charge for \$37.30 was entered on an encounter. The charge had already been processed before it was determined that it was entered in error. Therefore, it cannot be deleted. It must be voided.

To void a charge:

- Access the **Charge Posting** window for the encounter
- Highlight the charge to be voided (82962) in the charge ledger at the bottom of the window
- Click the **Void** button



- The user is prompted to confirm the void
- Click **OK**.




- The charge is now voided and has a \$0.00 balance


$[\$37.50 \text{ Charge}] - [\$37.50 \text{ ZVoid Charge}] = \mathbf{\$0.00}$

Voided charges display on the *Charge Posting* and *Payment Entry* windows with a line/strike through. The original charge amount is reversed using the *ZVoid Charge* transaction code as seen in the *Adjustment* column below.

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
02/08/2010	99213 Office/outpatient visit, est, exp ...	B	90.00			80.00						10.00	90.00
02/08/2010	81002 Urinalysis, non-automated, w/o ...	B	25.00			25.00							25.00
02/08/2010	82962 Glucose blood test	B	37.50		-37.50								0.00

- Right-click on the voided charge and select *Expand All* to view associated transactions.

The *ZVoid Charge* transaction code displays. The padlock icon  indicates the void is “locked” and cannot be undone.

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	R	Ins 2	R	Ins 3	R	Pat Amt	Line Item Balance
02/08/2010	99213 Office/outpatient visit, est, exp ...	B	90.00			80.00						10.00	90.00
02/08/2010	81002 Urinalysis, non-automated, w/o ...	B	25.00			25.00							25.00
02/08/2010	 82962 Glucose blood test	B	37.50		-37.50							37.50	0.00

The voided charge displays in the *Chart > Encounters tab > Transactions sub-tab* as seen below. A second entry was added when the charge was voided charge showing the reversal of the charge amount (-\$37.50) and quantity (-1).

Created	Svc Date	SIM Description	CPT4	Qty	Amount	Type	Deductible	Tracking Desc	Reason	Tooth	Surface	Quadrant	Outso...	Outsc...
02/25/10	02/08/10	Office/outpatient visit, est, exp prob	99213	1.00	90.00	Chg								
02/25/10	02/08/10	Ultrasound, non-automated, w/o scope	81002	1.00	25.00	Chg								
02/25/10	02/08/10	Glucose blood test	82962	1.00	37.50	Chg								
02/26/10	02/08/10	Glucose blood test	82962	-1.00	-37.50	Chg								
02/26/10	02/26/10	ZVoid Charge			.00	Adj		.00	Void Charge Batch					

The voided charge displays in the *Balance Control* window for the encounter with a double entry as seen below. The first entry is for the original charge and the second entry is for the void of the charge.

Encounter ID: 923      Patient Name: Void, Victor  
 Encounter Date: 02/08/2010      Guarantor Name: Void, Victor  
 Enc Status: Billed

Insurance	Insured	Policy Nbr	CoPay	Deductible
Aetna PPO	Void, Victor	239847384	\$10.00	\$0.00

Date/Time: 02/25/2010 12:0...      Creator: Siegle, Ray      Significant Event Description: Encounter Status Change from: Unbilled to: Billed

SIM	Amount	Ins1 Amt	R	Ins2 Amt	R	Ins3 Amt	R	Pat Amt	Ln Item Bal
99213	\$90.00	80.00		0.00		0.00		\$10.00	90.00
81002	\$25.00	25.00		0.00		0.00		\$0.00	25.00
82962	\$37.50	0.00		0.00		0.00		\$0.00	0.00
82962	-\$37.50	0.00		0.00		0.00		\$0.00	0.00
<input type="checkbox"/> Rebill Encounter		\$105.00		\$0.00		\$0.00		\$10.00	\$115.00

Buttons: Prorate, OK, Cancel



**Add Transactions to a Voided Charge:**

A charge that was entered in error and therefore voided can still have transactions entered against it. However, since the void reverses the original charge amount bringing the balance to \$0.00, adding transactions will result in a credit (negative) balance.

In the example below, an 82962 Glucose Blood Test charge for \$37.30 was entered on an encounter. The encounter had already been billed and a claim was sent to insurance before it was determined that the charge was entered in error. The charge was voided. Later, an insurance payment is received on the encounter that included a \$25.00 payment for the voided charge.

To add a transaction to a voided charge:

- Access the **Payment Entry** window for the encounter
- Select the appropriate insurance in the **Payer** field
- Enter the payment amount (\$25.00) on the voided charge
- Click the **Recalc** button
- Click the **Save** button
- The voided charge now has a credit balance:

$$[\$37.50 \text{ Charge}] - [\$37.50 \text{ ZVoid Charge}] - [\$25.00 \text{ Insurance Payment}] = (\$25.00)$$

The screenshot shows the 'Payment Entry' window with the following data in the transaction table:

Date	SIM	Description	CPT4	Rendering	Qty/Charge	Allowed	%	PPD Payment	PPD Adjustment	Balance	Status	Reasons	Deduct	Ins 1	Ins 2	Ins 3
2/8/2010	99213	Office/outpatient visit, est, exp prob	99213	Kiley MD, Ja...	90.00	80.00		80.00	10.00	0.00	Settled move...			80.00	0.00	0.00
2/8/2010	81002	Urinalysis, non-automated, w/o scope	81002	Kiley MD, Ja...	25.00	20.00		20.00	5.00	0.00	Settled move...			25.00	0.00	0.00
2/8/2010	82962	Glucose blood test	82962	Kiley MD, Ja...	37.50	25.00		25.00		-25.00	Settled move...			0.00	0.00	0.00
2/8/2010	82962	Glucose blood test	82962	Kiley MD, Ja...	-37.50					0.00				0.00	0.00	0.00

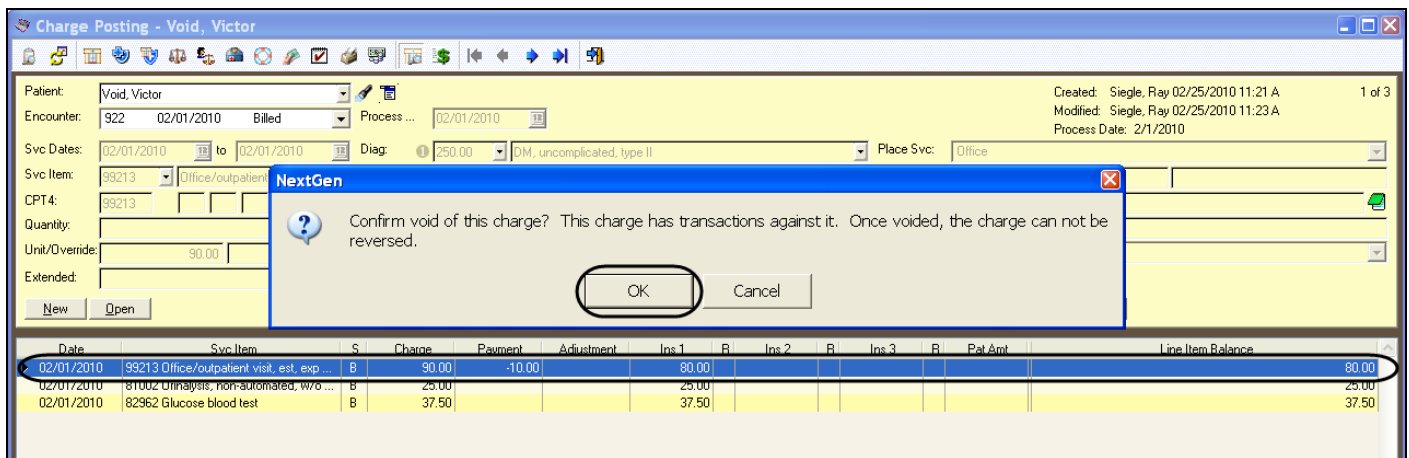
**Void a Charge with Existing Transactions:**

A charge that already has transactions posted against it can still be voided. However, since the void reverses the original charge amount, the resulting balance will be a credit (negative).

In the example below, a \$10.00 patient co-pay was posted against a 99213 Office Visit charge for \$90.00. It was later determined that the 99213 was entered in error. It should have been entered as a 99212 Office Visit charge for \$80.00.

To void a charge with an existing transaction:

- Access the **Charge Posting** window for the encounter
- Highlight the charge to be voided (99213) in the charge ledger at the bottom of the window
- Click the **Void** button
- The user is prompted to confirm the void of a charge that has transactions posted against it
- Click **OK**



- The charge is now voided and has a credit balance:

$$[\$90.00 \text{ Charge}] - [\$10.00 \text{ Patient Payment}] - [\$90.00 \text{ ZVoid Charge}] = (\$10.00)$$

To add the correct charge:

- Click the **New** button to add the correct charge (99212) to the encounter
- Click the **Save** button to save the new charge

The added charge has a status of *Unbilled*. Therefore, the encounter status changes to *Rebill* so a claim can be created and sent to insurance.

**Charge Posting - Void, Victor**

Patient: Victor | Encounter: 922 02/01/2010 Rebill | Process Date: 02/01/2010

Created: Siegle, Ray 02/25/2010 11:21 A | Modified: Siegle, Ray 02/26/2010 9:39 A

Svc Dates: 02/01/2010 to 02/01/2010 | Diag: 1 250.00 DM, uncomplicated, type II | Place Svc: Office

Svc Item: 99213 Office/outpatient visit, est, exp | Narr/Dunn: | Status: Billed

CPT4: 99213 | Quantity: 1 | Rendering: Kiley MD, James | Location: Englewood Office

Unit/Override: 90.00 | Extended: 90.00

Buttons: New, Open, Save, Next Enc, Cancel, Delete, Clear, Promote, Demote

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	B	Ins 2	B	Ins 3	B	Pat Amt	Line Item Balance
02/01/2010	99213 Office/outpatient visit, est, exp...	B	90.00	-10.00	-90.00							-10.00	-10.00
02/01/2010	81102 Urinalysis, non-automated, w/o ...	B	25.00			25.00							25.00
02/01/2010	82862 Glucose blood test	B	37.50			37.50							37.50
02/01/2010	99212 Office/outpatient visit, est, prob ...	U	80.00			80.00	✓						80.00

**Correct a Credit Balance on a Voided Charge:**

If a charge that already had transactions posted against it is then voided, the resulting balance will be a credit (negative) as illustrated in the previous example.

The credit balance must be resolved to bring the balance on the voided charge to \$0.00. The method(s) used to correct the credit balance will depend on the situation. For example:

- If an **insurance payment** was posted against a charge that was later voided, a refund transaction should be entered on the voided charge to return the payment to the insurance.
- If an **insurance adjustment** was posted against a charge that was later voided, an adjustment reversal transaction should be entered on the voided charge to remove the adjustment.
- If a **patient payment** was posted against a charge that was later voided, a refund transaction could be entered on the voided charge to return the payment to the patient. Or a payment reversal could be entered on the voided charge to remove it and then the payment can be reapplied to another charge.
- If a **patient adjustment** was posted against a charge that was later voided, an adjustment reversal transaction should be entered on the voided charge to remove the adjustment.

In the previous example, a \$10.00 patient co-pay was posted against a 99213 Office Visit charge for \$90.00. It was later determined that the 99213 was entered in error. It should have been entered as a 99212 Office Visit charge for \$80.00. The 99213 was voided resulting in a **(\$10.00)** credit balance and the 99212 was added to the encounter.

The \$10.00 patient co-pay will be reversed from the voided 99213 and reapplied to the new 99212.

To reverse the patient payment from a voided charge and reapply it to another charge:

- Access the **Payment Entry** window for the encounter
- Select **Patient** in the **Payer** field
- Select the payment transaction code that was originally used on the voided charge in the **Pay Code** field
- Enter a negative amount (-\$10.00) on the voided 99213 to reverse the payment
- Enter a positive amount (\$10.00) on the 99212 to reapply the payment
- Click the **Recalc** button
- Click the **Save** button

The screenshot shows the 'Payment Entry' window with the following details:

- Source/Acct: Encounter, Void, Victor
- Patient/MRN: Void, Victor, 128
- Encounter: 922, 02/01/2010, Rebill
- Payer: Patient
- Tracking: \$10 Moved From 99213 To M9212
- Date: 02/26/2010
- Pay Amt: 0.00
- Pay Code: Patient Payment Credit Card

The table below shows the charges and adjustments:

Date	SIM	Description	CPT4	Rendering	Qty/Charge	Allowed %	Patient Payment Credit Card	Adj	Balance	Status	Reasons	Deduct	Ins 1	Ins 2	In...
2/1/2010	99213	Office/outpatient visit, est, exp prob	99213	Kiley MD, Ja...	90.00			-10.00	0.00				0.00	0.00	
2/1/2010	81002	Urinalysis, non-automated, w/o scope	81002	Kiley MD, Ja...	25.00				25.00				25.00	0.00	
2/1/2010	82962	Glucose blood test	82962	Kiley MD, Ja...	37.50				37.50				37.50	0.00	
2/1/2010	99213	Office/outpatient visit, est, exp prob	99213	Kiley MD, Ja...	-90.00				0.00				0.00	0.00	
2/1/2010	99212	Office/outpatient visit, est, prob foc	99212	Kiley MD, Ja...	80.00			10.00	70.00				80.00	0.00	

**Reports:**

Voided charges display on reports showing the reversal of the original charge amount and quantity. The original charge and the void of the charge may report in different financial periods. For example, if the charge was entered in January and then voided in February, they would be split between two monthly reports.

**Sample Daily Charges Report**

**NEXTGEN Medical Practice Charges**  
From 2/25/2010 to 2/26/2010

2/26/10 10:19 AM

Rendering	Loc Name	ST	Dt of Svc	Sv It	Sv It Desc	Unit Pr...	Chg Amt	Count
Void, Victor V 922								
Kiley MD, James	Englewood Office	V	02/01/2010	99213	Office/outpatient visit, est, exp prob	\$90.00	\$90.00	1
Kiley MD, James	Englewood Office	V	02/01/2010	99213	Office/outpatient visit, est, exp prob	\$90.00	-\$90.00	-1
Totals for 922 (2)							\$0.00	0

## Closing Process

The Closing Process enables the practice to close a financial period for reporting purposes.

During the closing process, whether using Auto Close or Manual Close, a **Process Date** is associated to each charge entered that has not yet been processed and to each transaction that has been posted but not yet processed.

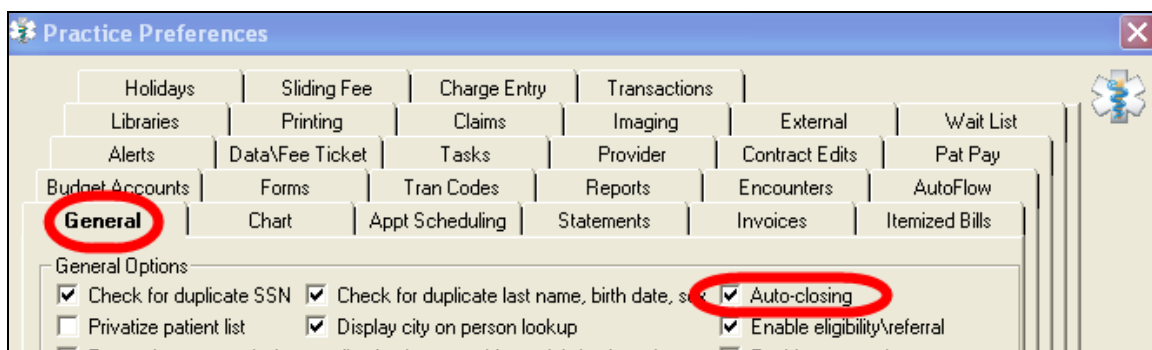
Month end and other reports printed for financial management purposes are typically run using a Process Date range.

**NOTE:** Once the closing process has run and a Process Date has been recorded on charges and transactions, the date cannot be changed.

## Auto Close

Auto Close stamps a **Process Date** on all charges entered that have not yet been processed and on all transactions that have been posted but not yet processed. The Auto Close process will occur automatically when the database server's calendar date changes (ie: midnight).

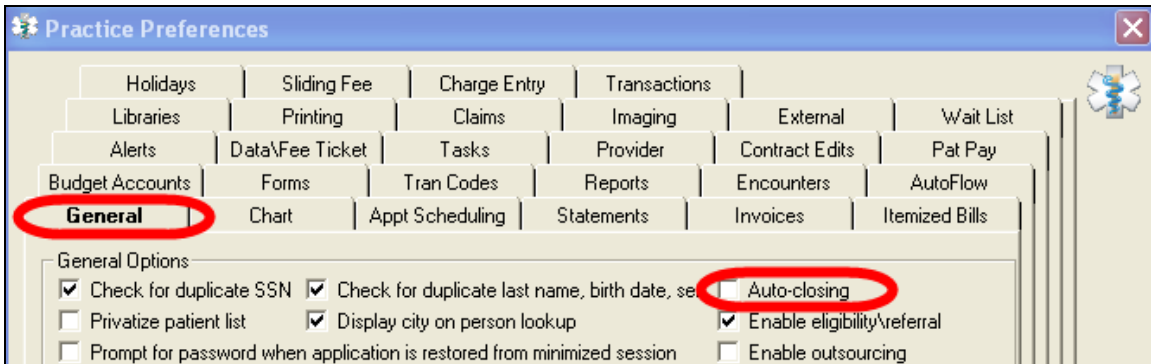
Auto Close is turned on in **Practice Preferences > General tab** by selecting the **Auto-closing** option.



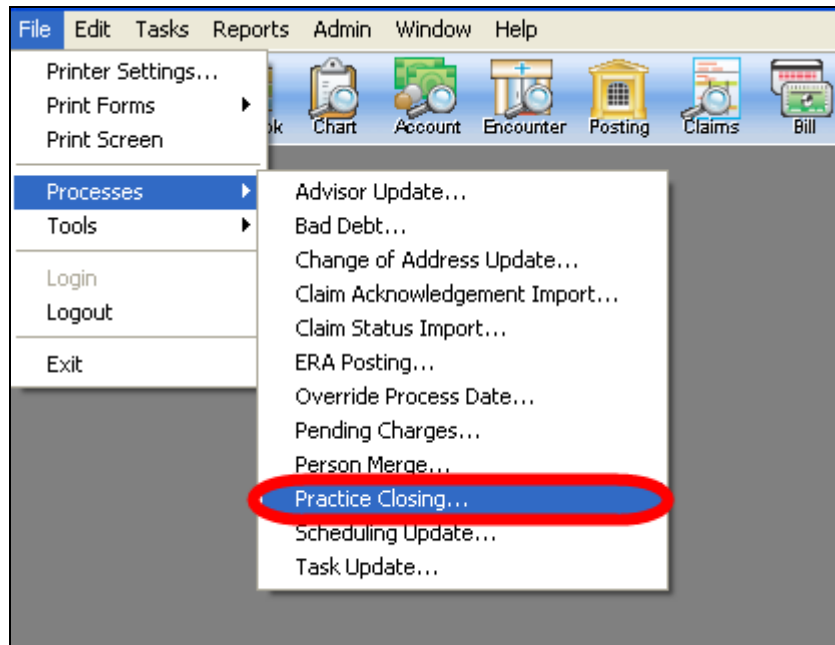
**Manual Close**

Manual Close stamps a *Process Date* on all charges entered that have not yet been processed and on all transactions that have been posted but not yet processed. The Manual Close will occur when a user runs the *Practice Closing* process.

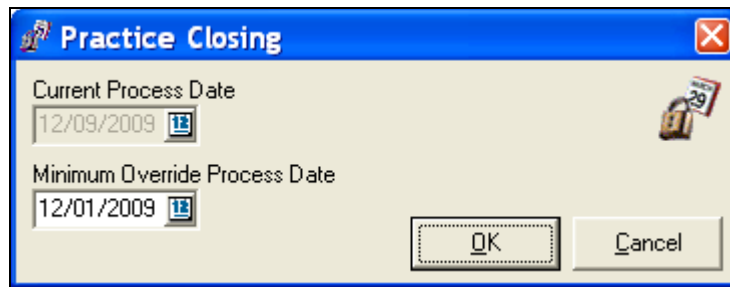
Manual Close is turned on in *Practice Preferences > General tab* by not selecting the *Auto-closing* option.



Manual Close is run from the *File > Processes > Practice Closing* menu option.



The *Practice Closing* window displays.



**Current Process Date:**

The *Process Date* that will be used on all charges and transactions when the Manual Close process is run by clicking the *OK* button

*NOTE: The date defaults to the date after the last manual close. The date cannot be changed.*

**Minimum Override Process Date:**

The minimum date users are able to select when backdating the *Process Date* during charge posting and/or payment entry.

*NOTE: By setting this to the first day of the current month, users are prevented from backdating additional charges and transactions into the prior month. This should be done when ready to run month end reports for the prior month.*



### **Charge Dates**

All charges in NEXTGEN® EPM have three dates associated to them as described below.

#### **Create Date**

The Create Date is captured during charge posting for each line item and reflects the actual date the charge was entered into NEXTGEN® EPM. The date is equal to the current system date and it cannot be changed.

#### **Service Date**

The Service Date is captured during charge posting for each line item and reflects the actual date the services were rendered. The date defaults from the *Billable Date* on the patient's encounter. The date can be changed by the user either before or after the closing process has been run.

#### **Process Date**

The Process Date is captured during the closing process (Auto or Manual). For Auto Close, the date will be the same as the current system date unless the process date was overridden (backdated) during charge posting. For Manual Close, the date will be the *Current Process Date* displayed when the close is performed. In either case, the date cannot be changed after the closing process has been run. However, the date can be changed prior to the closing process if the user has the appropriate security.

#### ***NOTES:***

1. *If the Process Date is overridden during charge posting and there is a Contract linked to the patient's insurance that is set up in File Maintenance to 'Automatically Adjust Charges', the Process Date on the contract automatic adjustment will be the same as the process date entered for the charge.*
2. *If the Process Date is overridden during charge posting and there is a Sliding Fee Schedule for the patient that makes automatic adjustments, the Process Date on the automatic adjustment will not be the same as the process date entered for the charge. The Process Date on the sliding fee adjustment will be the Create Date for the charge.*

**Process Date Override**

With the appropriate security, users are able to override (backdate) the Process Date for charges and/or transactions so they will appear on reports for the desired financial period. Month end and other reports printed for financial management purposes are typically run using a Process Date range.

**Charges**

When the Process Date field is left blank on the Charge Posting window, the process date assigned to the charge will be as follows:

**Auto Close:** Process Date = Current System Date

**Manual Close:** Process Date = Current Process Date

***NOTE:** The Current Process Date displays in the Practice Closing window when performing the manual close.*

If needed, the Process Date can be overridden on the Charge Posting window so that charges created today will be processed in a previous financial period for reporting purposes.

**Example:** A practice closes its month five business days after the calendar month end to give data entry personnel extra time to get all charges for the month entered into the system. On 8/3/09, a user enters charges with a service date of 7/31/09 and those charges need to be reported in the July 2009 period. Backdating the process date on those charges to 7/31/09 will accommodate this.

**Charge Posting - Patient, Paula**

Created: Admin, NextG  
Modified: Admin, NextG  
Process Date: 7/31/2009

Patient: Patient, Paula  
Encounter: 1081 07/31/2009 Unbilled Process ... 07/31/2009

Svc Dates: 07/31/2009 07/31/2009  
Svc Item: 99213 Office outpatient visit, est, exp  
CPT4: 99213  
Quantity: 1  
Unit/Override: 91.06 100.00  
Extended: 100.00  
Tooth/surface:   
Rendering: Abbott MD, Matthew  
Spa Techs:   
Quadrant:   
Diag: 1 250.00 DM, uncomplicated, type II  
Place Svc: Office  
Narr/Durn: This is the narrative information that will di  
Notes/Batc...  
Status: Unbilled  
Location: NEXTGEN Medical

Date	Svc Item	S	Charge	Payment	Adjustment	Ins 1	Ri	Ins 2	Ri	Ins 3	Ri	Pat Amt	Line
07/31/2009	99213 Office outpatient visit, est, exp p...	U	100.00			100.00	✓						
07/31/2009	81002 Urinalysis, non-automated, w/o ...	U	10.00			10.00	✓						

When a Process Date is entered on the Charge Posting window, the process date assigned to the charge will be as follows:

**Auto Close:** Process Date = Date Entered during Charge Posting

**Manual Close:** Process Date = Date Entered during Charge Posting

### **Alternative to Process Date Override**

If backdating the Process Date on charges and transactions is not desired, an alternative option is to use the Auto Close function except for the last few days of the month.

The Auto-Closing option in Practice Preferences > General tab can be turned off to keep the month “open” until all charges and transactions have been entered for that financial period.

When ready to close the financial period, a manual close would be performed and all monthly reports printed.

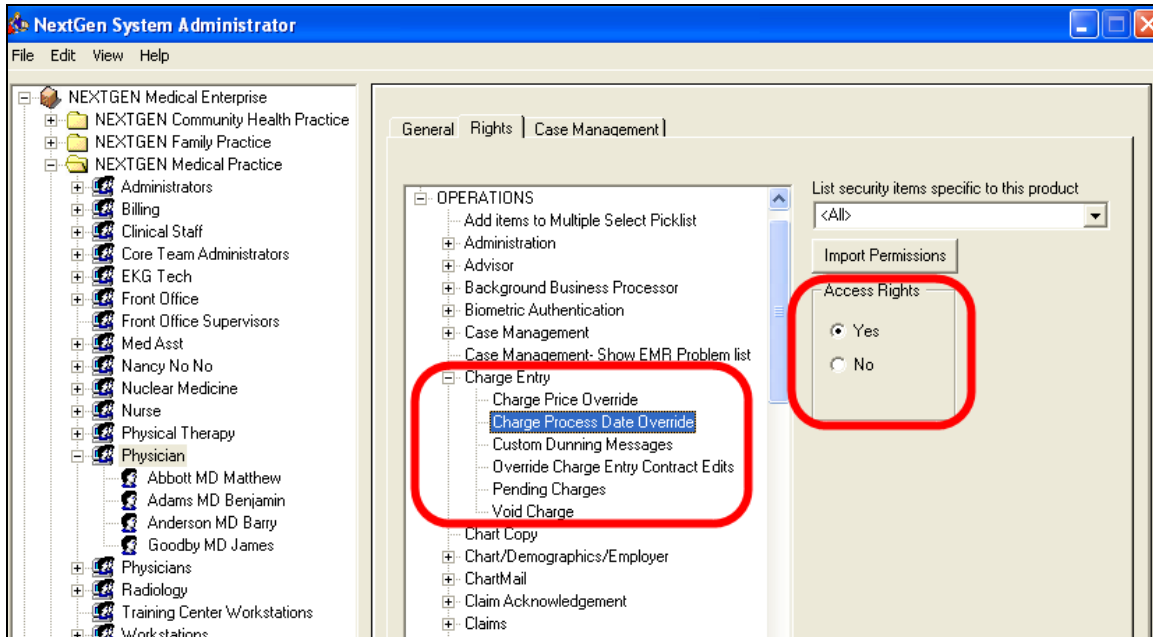
The Auto-Closing option would then be turned back on in Practice Preferences > General tab and charges and transactions could be then entered for the next financial period.

***NOTE:** This option works only if all charges/transactions for the current financial period are entered and processed before entering any charges/transactions for the next financial period.*

**Security**

Only those users with the appropriate security access in System Administrator are able to override the Process Date during charge posting and/or payment entry.

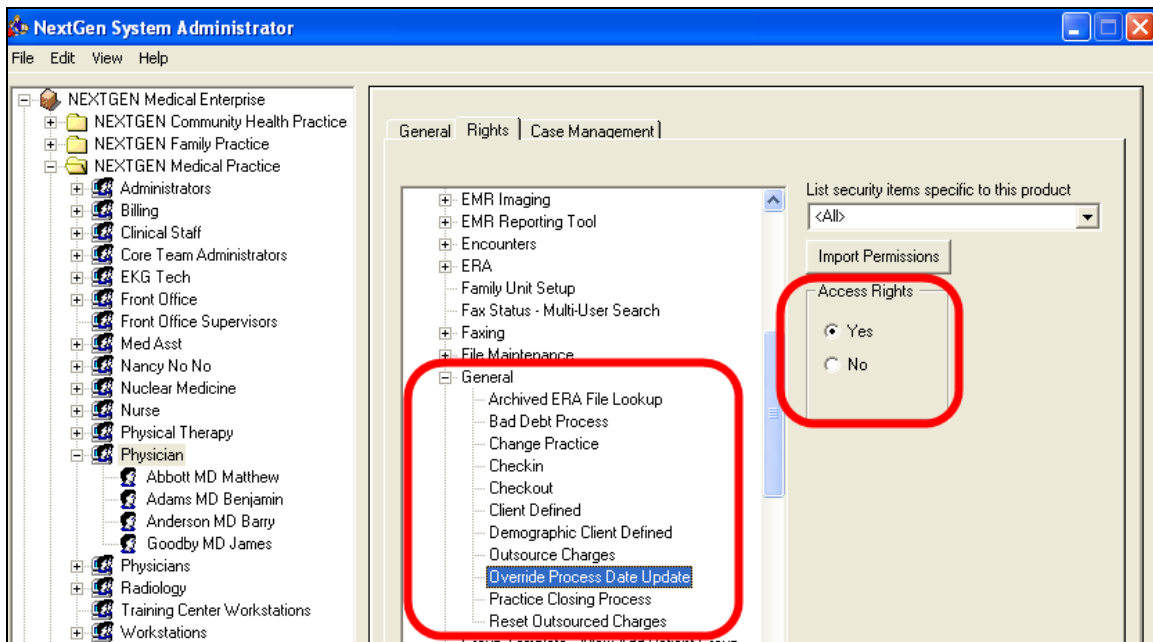
**Operations > Charge Entry > “Charge Process Date Override”**



**Yes** = Users are able to access the Process Date field on the Charge Posting window. Therefore, an override process date can be entered for each line item charge as needed.

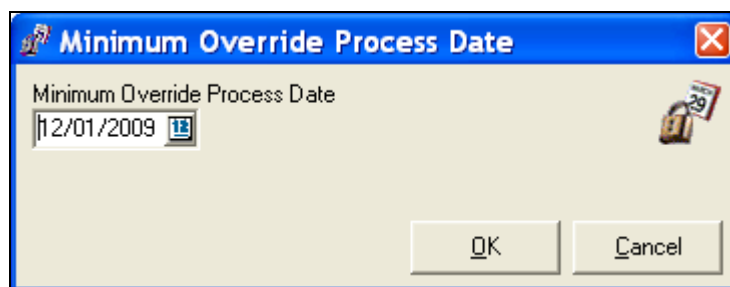
**No** = Users are not able to access the Process Date field on the Charge Posting window. Therefore, all charges entered will have a process date equal to the Create Date of the charge.

**Operations > General > “Override Process Date Update”**



**Yes** = Users are able to access the *File > Processes > Override Process Date* menu option in NEXTGEN® EPM to define the *Minimum Override Process Date* that can be selected by users on the Charge Posting and Batch Maintenance windows.

**No** = Users are not able to access the *File > Processes > Override Process Date* menu option in NEXTGEN® EPM to define the *Minimum Override Process Date* that can be selected by users on the Charge Posting and Batch Maintenance windows.



**NOTE:** By setting this to the first day of the current month, users are prevented from backdating additional charges and transactions into the prior month. This should be done when ready to run month end reports for the prior month.