

Charge Dates

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 date the charge was entered on the *Charge Posting* window. The date is equal to the current system date and it cannot be modified.
- **Service Date:**
The Service Date is captured during charge posting for each line item and reflects the date the service was rendered. The date defaults to the *Charge Posting* window from the *Billable Date* field on the *Encounter Maintenance* window. The date can be modified either before or after the practice closing process.
- **Process Date:**
The Process Date is captured during the practice closing process. For Auto Close, the date will be the same as the current system date unless the process date was overridden (backdated) on the *Charge Posting* window. For Manual Close, the date will be the *Current Process Date* displayed on the *Practice Closing* window unless the process date was overridden (backdated) on the *Charge Posting* window. In either case, the date cannot be modified after the closing process has run. However, the date can be modified prior to the closing process if the user has the appropriate security.

Transaction Dates

Transactions (payments, adjustments and refunds) in NEXTGEN® EPM have three dates associated to them as described below.

- **Transaction Date:**
The Transaction Date is captured during payment entry. It defaults from the *Default Date* selected in the *Batch Maintenance* window by the user that created the transaction batch. The date can be modified before the batch is posted. However, the date cannot be modified after the batch has been posted.
- **Post Date:**
The Post Date is captured when the transaction batch is posted. The date is equal to the current system date and it cannot be modified.
- **Process Date:**
The Process Date is captured during the practice closing process. For Auto Close, the date will be the same as the Post Date unless the process date was overridden (backdated) on the *Batch Maintenance* window. For Manual Close, the date will be the *Current Process Date* displayed on the *Practice Closing* window unless the date was overridden (backdated) on the *Batch Maintenance* window. In either case, the date cannot be modified after the transaction batch has been posted. However, the date can be modified prior to posting the batch if the user has the appropriate security.

NOTES – Process Date for Automatic Adjustment Transactions:

1. *If the charge 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 automatic adjustment transaction will be the same as the process date entered for the charge.*
2. *If the charge Process Date is overridden during charge posting and there is a Sliding Fee Schedule linked to the patient that is set up in File Maintenance to make automatic adjustments based on family size and income, the process date on the automatic adjustment transaction will not be the same as the process date entered for the charge. The process date on the sliding fee adjustment will be the same as the create date on the charge.*

Security for Process Date Override

With the appropriate security rights, 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.

Only those users with access rights to the following options in System Administrator are able to override the Process Date for charges and/or transactions.

Operations > Transactions > "Batch Process Date Override"

- Yes:** Users have access to the *Process Date* field on the transaction *Batch Maintenance* window and can enter an override process date for batches as needed. Transactions within the batch will have a process date equal to the date specified by the user.
- No:** Users do not have access to the *Process Date* field on the transaction *Batch Maintenance* window. Transactions within the batch will have a process date equal to the post date of the batch.

Operations > Charge Entry > "Charge Process Date Override"

- Yes:** Users have access to the *Process Date* field on the *Charge Posting* window and can enter an override process date for charges as needed. Charges will have a process date equal to the date specified by the user.
- No:** Users do not have access to the *Process Date* field on the *Charge Posting* window. Charges will have a process date equal to the create date of the charge.

Operations > General > "Override Process Date Update"

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

Claim Dates

Claims in NEXTGEN® EPM have two dates associated to them as described below.

- **Create Date:**
The Create Date is captured when a claim is created once the encounter successfully passes all claim edits during the billing process. The date is equal to the current system date and it cannot be modified.
- **Process Date:**
The Process Date is captured when the claim is printed (if paper) or when the claim is added to an 837 claim file (if electronic). The date is equal to the current system date and it cannot be modified.

Invoice Dates

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

- **Create Date:**
The Create Date is captured when an invoice is created from the *Account Profile > Invoice Summary* tab or *Invoice Detail* tab. The date is equal to the current system date and it cannot be modified.
- **Final Date:**
The Final Date is captured when the invoice status changes from Unbilled to Billed and reflects the date the invoice was first billed. The date is equal to the current system date and it cannot be modified.
- **Bill Date:**
The Bill Date is captured each time an invoice is billed and reflects the date the invoice was last billed. The date is equal to the current system date and it cannot be modified.

Encounter Dates

Encounters in NEXTGEN® EPM have dates associated to them as described below.

- **Encounter Date / Billable Date:**

The Encounter Date is captured when an encounter is created and reflects the date the patient was seen. If the encounter is created from the *Appointment Book* check-in process, the date will default from the appointment date. If the encounter is created from the *Chart*, the date will default to the current system date. In either case, the date can be modified.

NOTE: Encounter Date is the same as the Billable Date found on the Encounter Maintenance window.

- **Final Bill Date / First Bill Date:**

The Final Bill Date is captured when the encounter status changes from Unbilled to Billed and reflects the date the encounter was first billed. This happens when the encounter successfully passes all claim edits during the billing process for the first time. The date is equal to the current system date and it cannot be modified.

NOTE: Final Bill Date in version 5.5 will be renamed to First Bill Date in version 5.6.

- **Last Bill Date:**

The Last Bill Date is captured each time an encounter is billed and reflects the date the encounter was last billed. This happens when the encounter successfully passes all claim edits during each billing process. The date is equal to the current system date and it cannot be modified.

- **Onset Date:**

The Onset Date is captured when an encounter is created with an *Occurrence Code* of Accident Non-Auto, Auto Accident, Last Menstrual Period, or Same/Similar Symptom. The date is a required entry and reflects the date of the occurrence. The date is selected by the user and it can be modified.

- **Admit / Discharge Date:**

The Admit and Discharge Dates are captured on encounters where the patient was seen in a Facility (non-office) setting. The dates reflect the date the patient was admitted to or discharged from the facility where the encounter took place. The dates are selected by the user and they can be modified.

- **Patient Responsibility Date:**

The Patient Responsibility Date is captured when all remaining charge line item balances on an encounter have been settled to the *Pat Amt* (patient amount) bucket within the *Balance Control* window. The *Ins1 Amt*, *Ins2 Amt* and *Ins3 Amt* (insurance amount) buckets must be \$0.00. The date is equal to the current system date and it cannot be modified. However, the date will be removed if any charge line item balance on the encounter is settled back to the *Ins1 Amt*, *Ins2 Amt* and/or *Ins3 Amt* buckets within the *Balance Control* window.

Aging Dates on Reports

- **Create Date:**
Aging will be based on the charge Create Date which is captured during charge posting for each line item and reflects the date the charge was entered on the *Charge Posting* window. The date is equal to the current system date and it cannot be modified.
- **Date of Patient Responsibility:**
Aging will be based on the encounter Patient Responsibility Date which is captured when all remaining charge line item balances on an encounter have been settled to the *Pat Amt* (patient amount) bucket within the *Balance Control* window. The *Ins1 Amt*, *Ins2 Amt* and *Ins3 Amt* (insurance amount) buckets must be \$0.00. The date is equal to the current system date and it cannot be modified. However, the date will be removed if any charge line item balance on the encounter is settled back to the *Ins1 Amt*, *Ins2 Amt* and/or *Ins3 Amt* buckets within the *Balance Control* window.
- **Date of Service:**
Aging will be based on the charge Service Date which is captured during charge posting for each line item and reflects the date the service was rendered. The date defaults to the *Charge Posting* window from the *Billable Date* field on the *Encounter Maintenance* window. The date can be modified either before or after the practice closing process.
- **Encounter Date:**
Aging will be based on Encounter Date which is captured when an encounter is created and reflects the date the patient was seen. If the encounter is created from the *Appointment Book* check-in process, the date will default from the appointment date. If the encounter is created from the *Chart*, the date will default to the current system date. In either case, the date can be modified.

***NOTE:** Encounter Date is the same as the Billable Date found on the Encounter Maintenance window.*

- **Final Bill Date:**
Aging will be based on the encounter Final Bill Date which is captured the encounter status changes from Unbilled to Billed and reflects the date the encounter was first billed. This happens when the encounter successfully passes all claim edits during the billing process for the first time. The date is equal to the current system date and it cannot be modified.
- NOTE:** Final Bill Date in version 5.5 will be renamed to First Bill Date in version 5.6.*
- **Last Bill Date:**
Aging will be based on the encounter Last Bill Date which is captured each time an encounter is billed and reflects the date the encounter was last billed. This happens when the encounter successfully passes all claim edits during each billing process. The date is equal to the current system date and it cannot be modified.

- **Process Date:**

Aging will be based on the charge Process Date which is captured during the practice closing process. For Auto Close, the date will be the same as the current system date unless the process date was overridden (backdated) on the *Charge Posting* window. For Manual Close, the date will be the *Current Process Date* displayed on the *Practice Closing* window unless the process date was overridden (backdated) on the *Charge Posting* window. In either case, the date cannot be modified after the closing process has run. However, the date can be modified prior to the closing process if the user has the appropriate security.
- **Statement Aging Date:**

Aging will be based on the charge Statement Aging Date which is captured when the charge is entered into NEXTGEN® EPM. The date is equal to the current system date and it cannot be modified. However, the date will be reset when one of the following occurs:

 - An acceptable payment is posted based on the settings in Practice Preferences > Statements tab
 - Charge line item balances are shifted between buckets on the *Balance Control* window