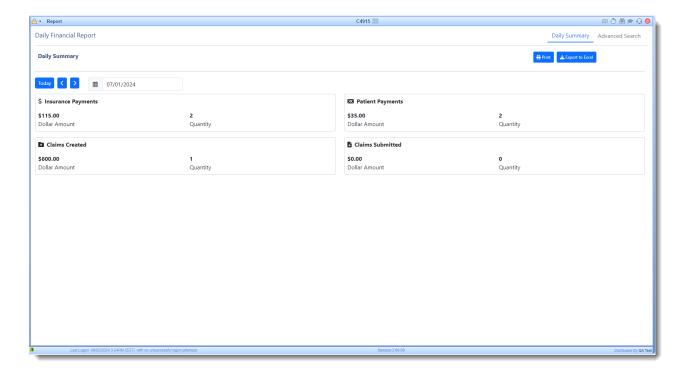# Daily Financial Report - Summary Tab

Last Modified on 08/06/2024 12:33 am EDT

The Daily Financial Report can be found in the Reports portal under the Billing category on the navigation bar. This report by default will open with today's total in the Daily Summary tab.

The date parameter on the Daily Summary tab can can be found in the left upper corner. The Today button will reset the summary back to todays date. The less than and greater than buttons can be utilized to toggle back or forward a day at a time. The calendar icon will open the calendar allowing you to select a day within the calendar view.

There are 4 totals that are displayed in the Daily Summary tab; **Insurance Payments, Patient Payments, Claims Created,** and **Claims Submitted**.

- **Insurance Payments:** this will provide total dollar amount and quantity count of the insurance payments that were posted based on the report date parameter.
- **Patient Payments:** this will provide total dollar amount and quantity count of the patient payments that were posted based on the report date parameter.
- **Claims Created:** this will provide total dollar amount and quantity count of charges entered based on the report date parameter.
- **Claims Submitted:** this will provide total dollar amount and quantity of claim charges submitted based on the report date parameter.