

Revolution EHR Reporting Instructions

Production Report:

Log into Revolution.

Click the reports icon in navy blue bar at top of screen.

Click accounting

Click sales

On right side of screen, under “report criteria”...

Report type=services by category

Report output=detailed

Location=all

Provider= all

Date range-Use a recent 12 month timeframe

Search.

In middle of screen, double click name of location under “locations”.

Double-Click “CPT” under “categories” to get CPT code services.

There is a print button at bottom, middle of screen. You can print and scan/fax or save as a document and email.

AR Report:

Reports

Aging Report

Payor Type: Insurance Payors

Date: Today's date