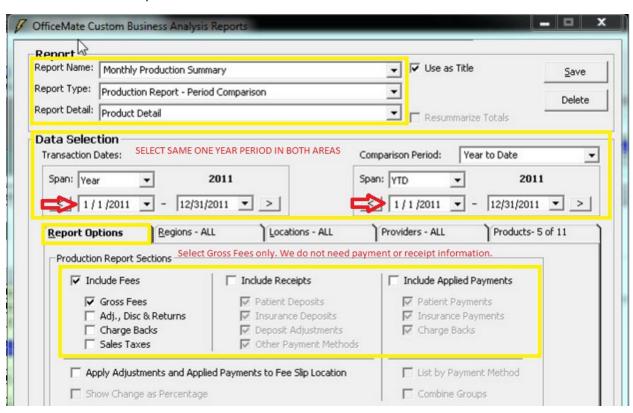
OfficeMate

Production Report

Use a recent 12 month period





Accounts Receivable Report

OfficeMate:
Reports> Reports and Statements
Monthly tab
-unselect all-
Insurance Aging Summary
In box on right-hand side, you can choose where to save or print to.
Preview
Patient and Insurance Aging Reports
Data Selection-
Minimum days outstanding, enter 0
Report Options
Balance Types- uncheck box for unapplied deposits
Process