

Compulink: Production Report

Go to report function

Choose financial

Choose analysis

Choose payments by CPT

Enter date range of recent 12 month period

Click begin

Compulink: AR Report

Go to report function

Choose Financial, Account Management, Insurance Receivables by Carrier/Payer

The report defaults to the current date for ending the report

Change the Summary Only box to "Y" for totals by payer. We do not need line item by patient.

Change the Exclude \$0 pending amount box to "Y," otherwise you will get charges assigned to insurance that were paid by the patient.

Click on the green arrow at the top that says Begin to run your report