

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

Report type select "services by category"

Report output select "detailed"

Location select "all locations"

Provider select "all providers"

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 gear icon on the right of the report. You can print and scan/fax or save as a document by selecting export.

AR Report:

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

Click accounting

Select Aging Report

Payer Type: Insurance

Date: Today's date

You will have the option to Print or save this list.