



User Group Meeting 2021

Let's Have Some Fun!

End of Day Procedures

Foxfire EHR

Charges Not Sent to PM

Menu > Reports > Charges Not Sent to PM

Ensure all charts have been properly coded, billed, and signed. Charges not sent to PM will include the visits that have been created where charges were not sent to PM for the visit. (Any visits that were pre-charted, but the patient did not show will be included in this list.)

Order Follow Up

Menu > Order Follow Up

Ensure all staff orders have either been scheduled or have recalls have been scheduled in the calendar.

Review

Menu > Review

Ensure that all charts have been signed.
Remember, only providers will have access to this area.



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Foxfire PM

EHR Charges

EHR Charges Folder > EHR Charges

These are charges that have been sent from Foxfire EHR to Foxfire PM that have not been added to an order. Make sure this is either empty or there is a reason they have not been added to an order. If they are not needed, be sure to make them inactive.

Unapplied Payments

EHR Charges Folder > Unapplied Payments

These are payments taken that have not been applied to an order. Make sure this is either empty or there is a reason why they are still in the folder.

Additional OpenEdge Payment Details

Reports > Payment Reports > Additional OpenEdge Payment Details

Transaction Details: This report provides each individual credit card transaction completed.

Transaction Totals: This report provides totals for Visa, MasterCard, Discover and AMEX payments.

Credit Card Totals: This report shows purchases and returns for all card types including count and total.

CC Totals By Day: This report provides totals for all cards, a combination of cards, and individual card types by day.

CC Totals By Location: This report provides totals for all cards, a combination of cards, and individual card types by location.

Payment CC Transactions

Reports > Payment Reports > Payment CC Transactions

Use this report ONLY if you don't balance with one of the reports listed above. This report will breakdown each card type by PT ID# and line items.



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Foxfire EDI

Daily Deposit Report

EDI > Claims > Finalize and Process Claims > Daily Deposit Report

This report outlines the total payments, adjustments, refunds, and descriptions.

Finalize Report

EDI > Claims > Finalize and Process Claims > Finalize Report

This report outlines each line item charged and paid by every patient seen in the clinic. You should compare this report to the calendar to ensure each patient has charges and appropriate payments entered.

Finalize

EDI > Claims > Finalize and Process Claims > Finalize

This button finalizes the charges and payments and produces the information in PDF form. It also moves the charges to the "Ready to Bill" screen.

Claims

EDI > Claims > Finalize and Process Claims > Ready to Bill

Claim Report: Use this to confirm procedures are being billed to the correct insurance with the correct information.

Processing Claims: Paper and Electronic -Click on the box below to select all to ensure that all batches are highlighted before processing.

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