



# myMPS

## How to guide

### Using Reports

Under the 'Reports' tab, you will find the following sections and reports:

Calendar    Inbox    Accounts    Admin    **Reports**

Richard Harris    Dr Richard Harris    Log out

Search patients

Appointment Report

Date from: 30/10/2018    Date to: 30/10/2018

Select format: PDF    Treating provider: All

Generate

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- Calendar
  - 'Appointment report' - full view of all patients that visited the practice.
- Reconciliation
  - 'View eRA' - view any remittance that was sent to the system electronically.
  - 'View paper RA' - view medical aid payments which have been manually captured on the system

- ‘**eRA delivery schedule**’ - shows you when you can expect to see remittances in the system for the next 3 months.
- Collections
  - ‘**Collectable amounts report**’ - view all invoices with patient liable amounts.
- Financial
  - ‘**Age analysis report**’ - view all invoices with outstanding balances in the different ageing periods.
  - ‘**Claim report**’ - view all claims that have been submitted using the system.
  - ‘**Credit notes report**’ - details credit notes that have been processed on the system
  - ‘**Insurance claims report**’ - view details of medical insurance claims captured on the system.
  - ‘**Journal report**’ - details financial transactions coming from schemes.
  - ‘**Line items report**’ - view the quantities and values of consumables and medicines that were billed during a selected period.
  - ‘**Monthly transaction report**’ - view a summary of all medical aid transactions for the selected month.
  - ‘**Payments report**’ - view a detailed or summary view of all payments that have been captured on the system.
  - ‘**Private rates report**’ - view the private rates for the practice, as defined for the selected year.
  - ‘**RA suspense report**’ - details all payments that couldn't be matched to a claim in the system.
  - ‘**Reversed transactions report**’ - view all of the reversed transactions (invoices and credits) that were reversed during a selected date range.
  - ‘**Unroutable claims report**’ - view claims that could not be automatically routed by myMPS.
  - ‘**Write-off report**’ - view all patient liable amounts that have been written off as bad debt or small balance.

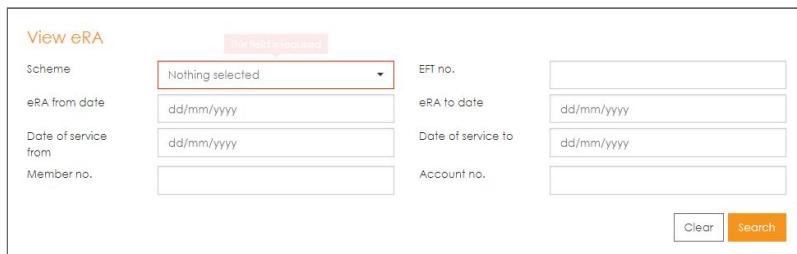
Contact us:

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## Working with report parameters

Each report has a defined set of parameters/filters that you are able to make use of to filter the data that is returned in the report. Eg:

- The '**View eRA**' report.



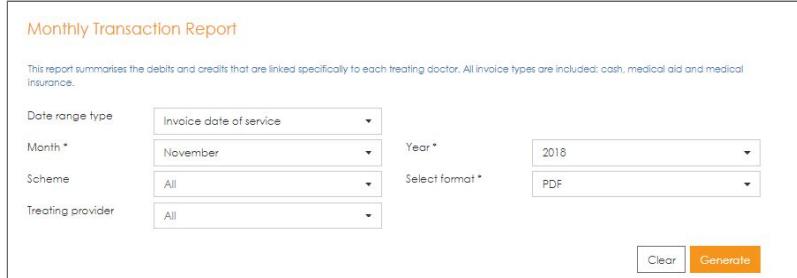
**View eRA**

The field is required.

Scheme	Nothing selected
eRA from date	dd/mm/yyyy
Date of service from	dd/mm/yyyy
Member no.	
EFT no.	
eRA to date	dd/mm/yyyy
Date of service to	dd/mm/yyyy
Account no.	

**Clear** **Search**

- The '**Monthly Transaction Report**'.



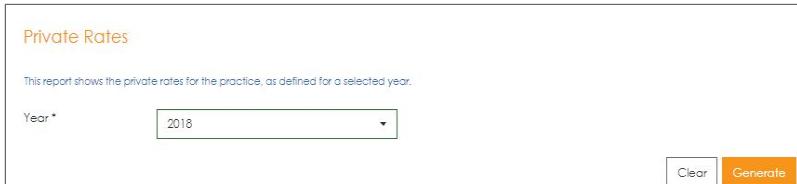
**Monthly Transaction Report**

This report summarises the debits and credits that are linked specifically to each treating doctor. All invoice types are included: cash, medical aid and medical insurance.

Date range type	Invoice date of service
Month *	November
Scheme	All
Treating provider	All
Year *	2018
Select format *	PDF

**Clear** **Generate**

- The '**Private Rates**' report.



**Private Rates**

This report shows the private rates for the practice, as defined for a selected year.

Year *	2018
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**Clear** **Generate**

For large reports, eg. the '**Age analysis report**', you have the option to email the report through rather than waiting for it to be generated. This will save you a great deal of time compared to waiting for the reports to be generated.



This report could take a few minutes to generate, due to the number of possible records involved. We recommend that you choose to rather email the report, so that you can continue working while it is being generated.

Email the report once it has been generated

The report will be generated and emailed to the address provided below. You can expect to receive the email within 30 minutes.

Email address	user@mail.com
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**Clear** **Generate and email**