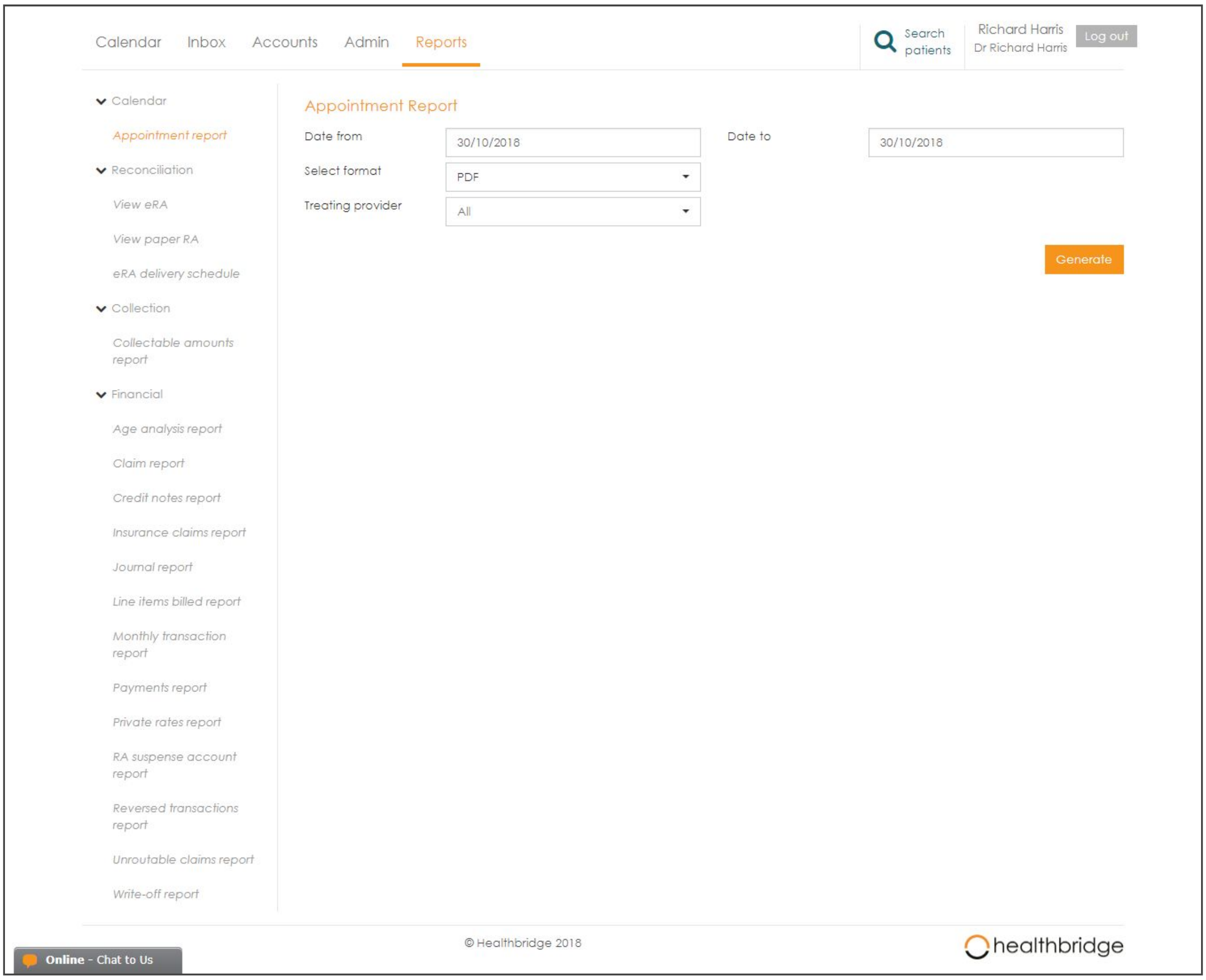
myMPS

How to guide

Using Reports

Under the ‘**Reports**’ tab, you will find the following sections and reports:



- 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

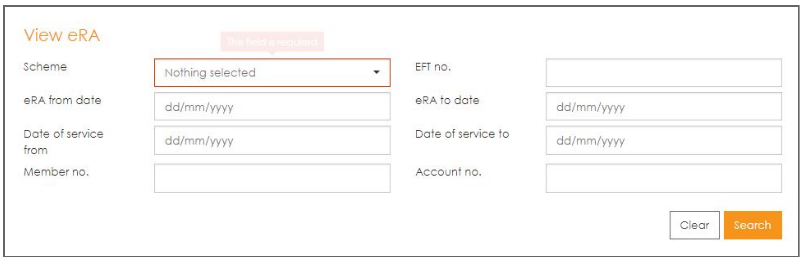
- **‘eRA delivery schedule’** - shows you when you can expect to see remittances in the system for the next 3 months.

- 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 finanacial 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.

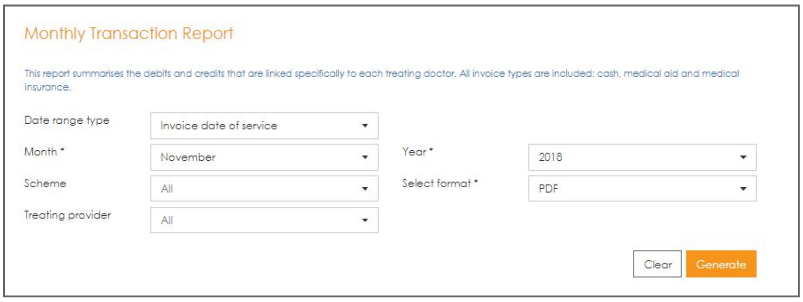
Working with report parameters

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.



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



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

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.