

# Sweet-Billing Reports

Sweet-Billing reports have extensive filtering and summary options. Combinations of key dates, payors, crew members, call types, locations and much more can be used to extract only the desired calls. The included calls and/or patients are then used to create either detailed list reports or summary reports.

## Standard Reports

### **Aging Report (detail & summary options):**

Lists patients' outstanding balances aged according to the date chosen by user, e.g. Call Date, First Bill Date, etc.

### **Call Report (detail & summary options):**

Lists calls with charge, credit and balance information with flexible detail and summary options. Filtering capability provides precise reporting capabilities.

### **Charge Report (detail & summary options):**

Outlines information about charges entered into the system, i.e. base, mileage, procedural and supply charges.

### **Code Analysis Report (summary options):**

Enables financial and operational comparisons between two different date ranges.

### **Credit Report (detail & summary options)**

Outlines information about credits entered into the system, e.g. payments, write-offs, allowances, etc.

### **Crew Analysis Report (detail & summary options):**

Enables analysis of crew member information such as procedures performed (and whether or not they were successful), the number of calls crew members attended and hours logged, the average amount of time a crew member spent on a call, etc. This report can be very helpful in determining crew efficiency and future staffing needs.

### **Event History Report (detail & summary options):**

Provides a flexible report of information from the 'Event History' (billing history) records stored on all call and patient data entry activity.

### **Log Report (detail options):**

Includes a condensed, yet highly detailed account of each call selected. Many services run a Log Report at the end of each day to look at the detail of their calls.

### **Patient Report (detail options):**

A very flexible report that produces patient information, such as "all patients aged 65 and over," "patients using a particular payor/insurance," "patients with a specific account balance," and so forth.

### **Print Codes Report:**

Enables a printable, "easy to read" list of some or all of the codes in your system. You may choose to print a short listing (ID and Description) or a detailed listing (much of the information in the code).

### **Unit Analysis Report (detail & summary options):**

Analyze unit information such as the number of calls attended, the miles traveled and hours involved, the average amount of time a unit was out on a call, etc.

## Optional Reports

### **ALS/BLS Splits Report (detail & summary options):**

Allows a BLS Agency to account for moneys received during a user-defined period and "split" those funds between themselves and any intercepting ALS Agencies per prior-arranged agreements.

### **ALS/BLS Receivable Report (summary options):**

Enables a BLS Agency that has engaged in ALS intercepts to accurately identify and summarize their outstanding receivables liability to any "partner" ALS Agencies.

### **Anticipated Revenue Report (detail & summary options):**

Helps determine the total revenue expected to be collected on existing A/R accounts, using the allowable amounts entered into the system.

### **Billing/ECM Batch Review Report (detail & summary options):**

Allows the user to "single out" a specific batch of claims—paper or electronic—and compare the original batch figures with current batch figures.

### **Call Demand Analysis Report (summary options):**

Provides useful information for analyzing details, such as "busiest hours of the day," to help determine staffing needs and equipment demands.

### **Call Frequency Analysis Report (summary options):**

Creates a summary of the number of calls occurring during specific time slots to identify peak demand.

**Collection Activity Report (detail & summary options):**  
Monitors the activity and productivity of employees who are assigned collection duty.

**Collection Call Back Report (detail & summary options):**

Provides useful collection information and lists delinquent accounts sorted by the assigned collection specialist.

**Combined Charge/Log Report (detail & summary options):**

Provides a condensed yet highly detailed account of each call selected in addition to the standard Log Report. The Combined Charge/Log presents the same information in addition to the respective call's detailed and/or summary financial information.

**Fractile Time Analysis Report (summary options):**

Identifies how often the service is complying with required or minimum acceptable response times. Calls exceeding the acceptable minimum response times are printed as exceptions for review. Useful for identifying response time problems, isolating zones that may need greater coverage, or demonstrating how successfully a service meets their response time criteria.

**Patient Collections Report (detail options):**

A detailed accounting of patients in the collection process and to whom they are assigned. This report often accompanies accounts forwarded to Collection Agencies.

**Protocol Exception Report (detail & summary options):**

Shows procedures not performed based on the procedures associated with the reason codes (provider impressions). The report also is a very valuable tool for internal review of procedures followed on calls.

**Response Time Analysis Report (summary options):**

Summarizes the amount of time that elapsed between the different "times entered on the call" (such as 'Call Received,' 'In Service,' 'On Scene,' 'Leave Scene,' 'At Destination,' etc.). These "Time Names" are specified in the Database System Setup.

**Receivables Distribution Report (summary options):**

Shows status of accounts receivable, collections, and the length of time it takes to collect a bill.

**Twelve Month Charge/Credit Report (summary options):**

Creates a report of charges and credits for a 12-month period. Summary options include either 'Charge Code' or 'Report Category' for charges and either 'Credit Code,' 'Credit As,' or 'Report Category' for credits.

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