



Instructions for WinOMS Reports

Reports Include:

- New Patients
- Production by ADA Code/Provider
- Aging Report

The instructions in this letter are intended to be helpful tips for practice owners to pull data for the prospectus and Buyer Due Diligence. Revolve has provided their best effort to provide helpful and accurate instructions on how to pull these reports. However, it is ultimately the Seller and Buyer responsibility to ensure they are accurate. Additionally, software changes and packages may differ from office to office that can render these instructions out of date.

NEW PATIENTS

What this Report Looks Like:

Service Office Summary Report

Period By Office
 Criteria: (Posting Date: 08/07/2013; Service Office: 1; Provider: All Providers)

	# of New Patients	% Pt Cat	# of Visits	Charges	% Chg	Payments	% Pay	Adjustments	% Adj	Net A/R	Total A/R	% A/R
Office: (1) Atlanta Office												
Daily	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Month to Date	3	100.00	33	32,000.00	100.00	-15,090.18	100.00	-6,756.79	100.00	7,149.12		
Year to Date	143	100.00	1013	831,635.88	100.00	-428,917.79	100.00	-286,505.91	100.00	15,212.18	50,199.45	100.00
Total All Offices												
Daily	0		0	0.00		0.00		0.00		0.00		
Month to Date	3		33	32,000.00		-15,090.18		-6,756.79		7,149.12		
Year to Date	143		1013	831,635.88		-428,917.79		-286,505.91		15,212.18	50,199.45	

Fictitious Data

Page 1 of 1 Atlanta Office 08/07/2013

Instructions to Pull this Report:

- Name of Report in System: “Service Office Summary report - New Patients per Month/Year”
- The Service Office Summary report summarizes the production for each office and presents month-to-date and year-to-date totals for number of visits, charges, payments, adjustments, and A/R totals.
- Select Reports > Financial > Service Office Summary. The Report Criteria fields are displayed.
- Set the options and click Generate Report. The Print Service Office Summary Report window is displayed. You can then Print or Download the report.

PRODUCTION BY ADA CODE/Provider

What this Report Looks Like:

Production Report

Criteria: / Posting Dates: 8/7/2012 to 8/7/2012; Service Office: Norville; Office: Providers; All Department; / Exclude Masked Procedures /

Procedure	Description	Patient Count	% Total Patient	Procedure Count	% Total Procedure	Total Revenue	% Total Revenue	Estimated Cost	Estimated Profit/Loss
Category: (1) Examinations & Consults									
D0140	Lin Oral Eval-Prob Focus	64	31.68	64	20.78	4,800.00	7.38	0.00	4,800.00
		Subtotal for Category: (1)		64		4,800.00		0.00	4,800.00
Category: (2) Radiographs/Diagnostics									
D0338	Panoramic X-Ray	16	8.33	16	5.13	1,520.00	2.34	0.00	1,520.00
		Subtotal for Category: (2)		16		1,520.00		0.00	1,520.00
Category: (3) Anesthesia									
D9236	Inhalation of nitrous oxide /	2	0.99	2	0.65	150.00	0.23	0.00	150.00
D9241	IV Sedation/Analg 1-30 min	19	9.41	19	6.17	6,450.00	10.23	0.00	6,450.00
D9242	IV Sedation/ Analg Add 15 min	19	9.41	25	11.36	4,800.00	7.54	0.00	4,800.00
		Subtotal for Category: (3)		40		11,790.00		0.00	11,790.00

Instructions to Pull this Report:

- Name of Report in System: “Production Report”
- The Production report summarizes production based upon the procedures performed. For each procedure performed during the specified time period, the report lists how many times it was performed, the amount charged, and the percentages of total production and revenue for each. You can also use this report to pull the total number of active patients.
- Select Reports > Financial > Production Report. The Report Criteria fields are displayed.
 - For production by provider reports, select each provider individually, Service Office and applicable dates. *You will have to generate each provider report separately for this option.
 - For production by ADA procedure code reports, select All Providers, Service Office, and applicable dates.
 - For total number of active patients, select All Providers, Service Office, and applicable dates.
- Set the options and click Generate Report

AGING REPORT – A/R REPORT

What this Report Looks Like:

Aged Receivables Report by Patient

Criteria: [Aging: All; Bill Class: All; Pat Off: 1; Pat Prov: All; Prov Type: Reg Prov; Collections: Inc; Min Bal: 0.00; Crd Bal: Inc; Move Crd Bal: No; Pay Cnt Date: None; Hold Statement: Inc; Incl All Unapp/ Pay: Yes; Inc Adjustments: Yes; All Balances Combined]

Pat ID	Patient/Guarantor	Home/Work Phone	Prov	Last Pay Dt	Source/amt	Col	Stat	Mag	Inc	Chg	Current	31-60	61-90	91-120	121+	Unapplied Payments	Total
Office: (1) Marietta Office																	
Billing Category: (8) United Healthcare																	
6889	Patient, Patti	404-555-1234	BB	05/30/2013	No	Yes	Yes	No			0.00	0.00	0.00	0.00	75.00	0.00	75.00
				Ad)	104.40												
6438	Brace, Betty	404-555-5555	BB	05/31/2013	No	Yes	Yes	No			0.00	0.00	0.00	75.00	0.00	0.00	75.00
				Ad)	134.00												
6674	Do, Jerry	678-555-6666	BB	07/11/2013	No	Yes	Yes	No			75.00	0.00	0.00	0.00	0.00	0.00	75.00
				Ad)	134.00												
Total for Billing Category: (8)											75.00	0.00	0.00	75.00	75.00	0.00	328.00
Total for Office: (1)											16,330.44	11,706.11	6,421.99	1,091.76	2,570.65	-601.60	38,199.45
Report Total:											16,330.44	11,706.11	6,421.99	1,091.76	2,570.65	-601.60	38,199.45

Instructions to Pull this Report:

- Name of Report in System: “Aging Receivables Report”
- The Aged Receivables report lists all patients with balances that meet selected criteria.
- Select Reports > Financial > Aged Receivables Report. The Report Criteria fields are displayed.
- Enter the criteria for the receivables to include.
- Select formatting, grouping, and sorting options, and select the remaining criteria.
- Click Generate Report.