


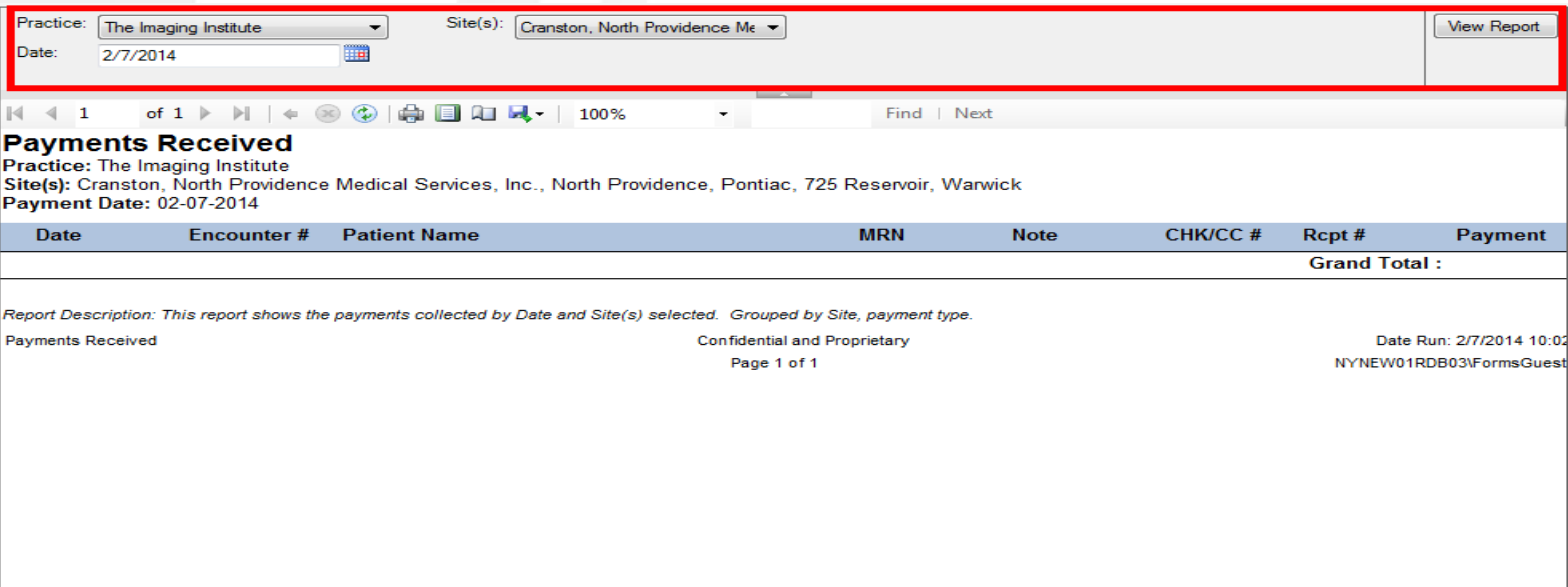


eRAD RIS Job Aid: Printing the Payments Received Report

eRAD RIS supports collection of same-day payments, therefore the Daily Payment Receipt log should be printed at the end of each day. This report allows the user to balance and to verify that all payments are reflected in the system.

 **Note** that payments for prior bills or films are not to be entered in RIS.

1. Click the Administration menu and select Management Reports.
2. Select Custom and then Payments Received.
3. Enter the parameters for the report:
 - Practice—Choose the Practice
 - Site(s)—Choose the site.
 - Date—Enter a date for the report to be run.
4. Click View Report. After the report loads, you can Print or Export the file.



The screenshot shows the eRAD RIS interface for generating a 'Payments Received' report. The parameters are set to Practice: The Imaging Institute, Site(s): Cranston, North Providence Medical Services, Inc., and Date: 2/7/2014. A 'View Report' button is visible. The report content includes a table with columns: Date, Encounter #, Patient Name, MRN, Note, CHK/CC #, Rcpt #, and Payment. Below the table, there is a 'Grand Total' section and a 'Report Description' stating: 'This report shows the payments collected by Date and Site(s) selected. Grouped by Site, payment type.' The footer of the report includes 'Confidential and Proprietary', 'Page 1 of 1', and 'Date Run: 2/7/2014 10:02 AM'.

5. Click Close to exit the Management Report window.