



A/R MONTH END CHECKLIST

This document is intended to be used as a resource for month end close in QuickCare. Your facility may have different tasks to complete prior to closing the month; however following these steps will allow you to verify all information before sending it to the General Ledger.

- ___ 1. All census activity has been entered and census reports balance to manual census.
- ___ 2. All cash has been posted and balanced to the manual deposit log. Reconcile cash to the Receivable Reconciliation Journal "cash" column. Balance all payor categories.
- ___ 3. All ancillaries have been processed in QC:
 - ___PT ___OT ___ST ___IV ___Oxygen
 - ___X-ray ___Pharmacy ___Lab
 - ___Special Beds ___Medical Supplies
 - ___Other/Misc_____
- ___ 4. Retroactive billing has been processed for any changes made to a prior closed month.
- ___ 5. Process charges and run the Billing Date Report & the Payor Summary Report. If there are exceptions when you process charges then run the Billing Exceptions Report. Exceptions must be corrected prior to proceeding. After billing exceptions are corrected, you will need to Process Billing once again and run the above stated reports.
- ___ 6. Reconcile Quick Care Reconciliation report to the Revenue.
- ___ 7. Go to Accounts Receivable Reports / Audit / Run Billed Category Report—Balance Medicare days on this report to the balanced census report. (Run this report in the detail & summary format.) Be sure to review any residents who appear under RUG AAA—if this report is accurate—create your Medicare UB-04's.
- ___ 8. Create Medicare / HMO UB-04's
- ___ 9. Once Medicare UB-04's are created, run Medicare Logs and RUGS Billed Report again. All UB's must be validated in order to appear in the electronic file or to appear on the Medicare Logs.
- ___ 10. Print UB-04's for reference
- ___ 11. Go to Reports / Audits---Print Medicare A & B Logs---Balance Logs to Receivable Reconciliation Report.
- ___ 12. ***Remember to Print Private Statements by the ___ of each month.
- ___ 13. Medicaid Billing has been submitted.

After all the above steps have been completed, be sure to run the following Reports for month end closing.

Reports to Run Prior to Month End Close

CENSUS

- Census (5 optional census reports)
- Run Graphic Census Report
- Medicare Part A Days Report

CASH RECIEPTS REPORTS / ADJUSTMENTS:

- Cash Receipts Summery Report
- Adjustment Report

AGING REPORTS:

- Resident Aging Summery (uncompressed aging—choose by month)
- Payor Aging (choose by month)
- Aging Summery (Resident) (choose by month)
- Aging Summery by Payor

AUDIT REPORTS:

- Receivable Reconciliation Report (Run this report by payor and account) Legal Paper
- Medicare A & B Logs (Legal Paper)
- Medicare PPS Rug's Billed Report (Run both Detail and Summery)

After all of the above reports have been printed, you are now ready to close your month. Select the MONTH END CLOSE form processes. Three reports will be available to print. (THIS IS THE ONLY TIME YOU CAN GET THE GENERAL LEDGER SUMMERY REPORT)

- Item Charge Detail
- Cash Receipts Detail
- End of Month G/L Summery ***Message will appear Post in Summery or Detail—Indicate Yes—you want to post to the G/L in summery. **Do not post in detail!!!!

- Select Close the Month --- (After the 3 reports above have been printed and reviewed)
Select month end close (Cancel)
Review reports—make any changes. Start End of Month Process again if any changes are made. Rerun reports. (If no changes are made you will not need to rerun reports)
Do not complete the hard close until notified by the Service Center.

IT IS IMPOSSIBLE TO REOPEN A MONTH WITHOUT NOTIFYING THE QUICKCARE SUPPORT DEPARTMENT.

*****You have now closed your month*****