



# Resident Billing

The Resident Billing is typically used in Independent Living situations due to private payor types being used. This module provides the standard billing functions for this environment and many special features, including:

- Bill codes can be summarized into themselves or other bill codes to present one line on the residential statement.
- Ancillary entry will hold the date and bill code for convenience of data entry by category.
- Ancillaries can be batch entry or register. Bar-coding capabilities are also available.
- Recurring charges and recurring limits are useful to facilitate the many different discounts offered to residents. Selection of days of week and start and stop dates are also available for more flexibility.
- Recurring charges can be increased globally and letters created to inform residents in one process.
- A/R inquiry will give the summary and/or detail for any account activity. The user can add A/R collection notes that do not show up on the profile. The user can print or view the A/R inquiry for any length or span of time.
- Automated monthly billing processes are available for primarily room and per diem charges.
- The rates table which contains rates based on unit type, admission status, level of care (a billing wild card), and fixed payor type in conjunction with census detail which monitors these variables per resident automatically generates charges for each resident based on their admission records.
- The system will reverse and correct any pre-bill where the census detail has changed. Also pre-bills can be run prior to month end; the system will adjust if census changes prior to end of the month.
- Generating monthly, and pre-bill are monthly independent processes.
- Non-residents can also be billed through the Billing module.
- Two blank statement programs are available to choose from. Your logo can be added to the statements.
- Unlimited resident statements can be sent to contacts.
- Special rates tables are available on an individual resident basis that will override the regular rates table.
- Calculation of finance and late charges is an automated function. Specific Residents can be included in this process.
- User defined aging statements are available to print based on 30, 60, 90,120-day criteria.
- Cash collection is a streamlined process to minimize data entry. Easy drill down menus into resident A/R provides for easy and fast cash receipts entry.
- Write-offs and A/R reclassification are also easily accomplished.
- Cash collection source can be A/R, miscellaneous, wait list, and sales. Both wait list and sales also update the resident marketing profiles.
- ACH Direct Deposit files can also be created.

## Reports

- Annual Summary Statements
- A/R Aged Balance
- A/R Detail Register
- A/R Month End Reconciliation
- AR Resident Notes
- Cash History Report
- Cash Registers
- Collections Report
- Day/Statement to Payment
- Finance/Late Charge Register
- Generate Charges Register
- Generate Estimate Register
- Insurance Statements
- Monthly Billing Registers
- Monthly Cash Journal
- Property Rent Roll/Revenue Report
- Resident Ledger
- Select Billing Code Reports
- Select Inventory Code Report
- Statement Labels
- Subsequent Collections Report
- Transaction Registers
- Two Blank Statement Formats
- YTD Register by Bill Code, GL Account or Resident

## Integrates with

Activity & Event Tracking, Admission & Census, Alerts & Messaging, Answers POS, Bank Reconciliation, General Ledger, Home Health Services, Inventory Control, Meals Processing, Rehab Services, Resident Marketing, Preventative Maintenance and Unit Refurbishing.

## Key Features

All tables have the ability to be modified to meet the individual needs of the facility.

Range and Sort options allow user to query the data in a multitude of user-defined options.

Multitude of settings for management companies and/or several legal entities.