

Reminder: Daily Remediation of Open Visits

Daily reconciliation and closing of all registered patient encounters are essential to ensure that services provided will be billed accurately. A closed encounter must include the name of the attending physician, visit type, discharge date, discharge disposition, discharge time, and diagnosis code(s). If any of these critical elements are missing, the claim cannot be processed. To ensure that all encounters for care are discharged in Eagle, use the EagleView **Open Visit** report. Accounts that appear on this report need immediate remediation.

When running the Open Visits report, leave the **Visit Date Range** blank on the query screen so that all open visits will appear on the report.



The screenshot displays the 'PR Open Visits' query screen. At the top, it shows the report is updated on 10/9/2015 at 7:30:00 AM with data up to 10/8/2015. The form includes several input fields: Register Area, Clinic, Financial Class, Attend Physician, Operator ID, Reason for Open Visit, Charge Type (set to All), Admitted Within 24 Hours (set to All), and Visit Date Range. There are also 'Clear All Criteria' and 'Search Data' buttons. At the bottom, there are fields for 'Query Name' and 'Query Description'.

The **Open Visits Results** screen will provide the count on the Open Visits.

The **Open Visit Results Details** section will list all accounts that are still open. For easy manipulation of the data, export to Excel and filter by visit date.

The screenshot shows the 'PR Open Visits Results' screen. It features a navigation bar with 'PR Open Visits Results', 'Trial Balance', 'Open Visits', 'Transactions', and 'Revenue and Usage'. Below the navigation, there are buttons for 'Edit This Search', 'Start New Search', and 'Export to Excel'. A summary table is displayed with the following data:

Count	Total Billed	Total Charged
1478	\$10,039.32	\$55,022.46

Below the summary table, there is a section for 'PR Open Visits Results Details (first 1478 Records)'. The table below shows the column headers for these records:

PATIENT_NUMBER	REGISTRATION_CD	REGISTER_AREA	CLINIC_ID	VISIT_DATE	ATTND_PHYS
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