RCM **Bonus Stats** Guide | AVERAGE DAYS TO FILE

BENCHMARK	LESS THAN **5 DAYS**

REPORT TO GENERATE

Generate **Encounter Summary** Report by "Initial Billed Date" for the dates of the Quarter
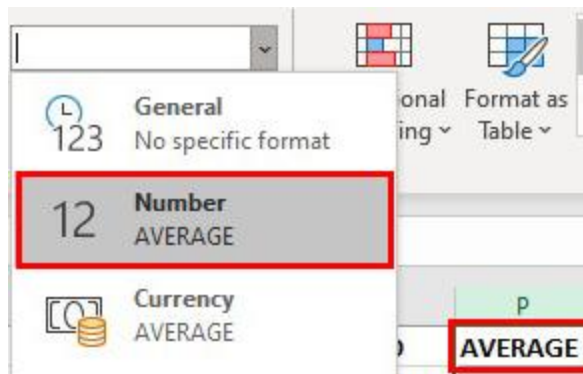

EXCEL STEPS

Open in Excel and insert a column to the *right* of the **BILLED** column by right-clicking on the **LOCATION** column and clicking **INSERT**.

Label the new column **AVERAGE** and format cell P1 as a **NUMBER**.

Click the **FORMULAS** tab, click the **DATE & TIME** drop-down, and select the **DAYS** function.
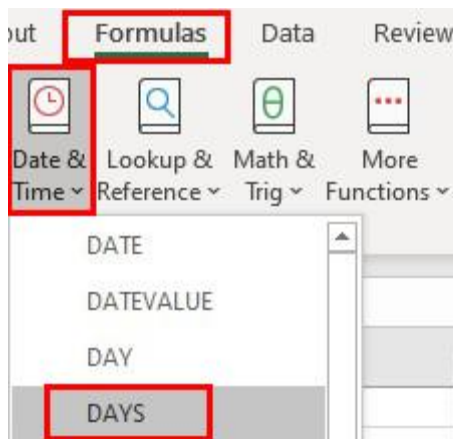
Your cursor should be in the End_date

Double-click the small square tail of the highlighted cell to instantly drag the formula all the way to the bottom.

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Click on the **DATA** tab at the top, then click **FILTER.**

Sort **Smallest to Largest** and remove any rows with negative numbers.

Sort **Largest to Smallest** and remove any large outliers.
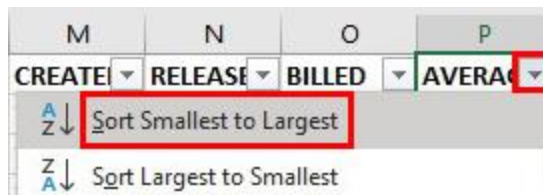
CREATED	RELEASE	BILLED	AVERAG
7/29/2020		8/24/2020	44067.00
7/20/2020		8/19/2020	44062.00
3/26/2020		8/5/2020	44048.00

Scroll to the bottom of the **AVERAGE** column and highlight the blank cell under the last number.

7/23/2020	7/23/2020	0.00
7/23/2020	7/23/2020	0.00

On the Formulas tab, select the **Average** function from the **AutoSum** drop-down and hit the Enter key.
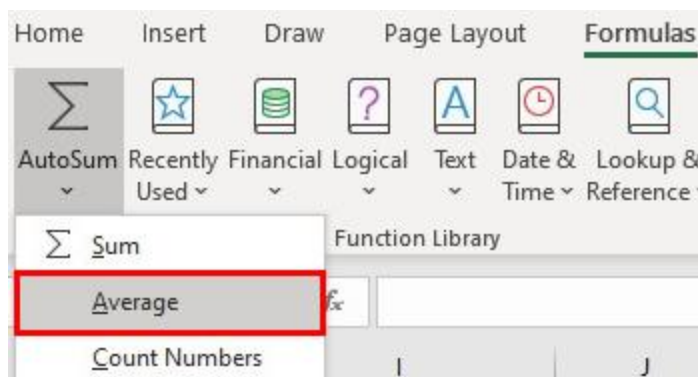
Scroll to the bottom of the **AVERAGE** column. This is the **Average Days to File**.

RELEASE	BILLED	AVERAG
8/31/2020	8/31/2020	0.00
8/31/2020	8/31/2020	0.00
9/8/2020	9/8/2020	0.00
9/9/2020	9/9/2020	0.00
9/9/2020	9/9/2020	0.00
9/9/2020	9/9/2020	0.00
		1.96

BONUS STATS WORKSHEET

1. Enter the **Average Days to Bill** into the corresponding cell
2. The percentage will automatically calculate and turn **RED** if *over* the Benchmark (5 Days)

AVERAGE DAYS TO FILE	
Average from Encounter Summary Report	1.96

CONSIDERATIONS

Common Considerations
● Holding claims for Credentialing

Submitting Considerations
● If removing encounters:
  ■ On your Excel spreadsheet, highlight the encounters that need to be removed. Sort ascending if you can to include them at the top of the list. Duplicate spreadsheet to a new tab labeled "Considerations Avg Days to File." Remove the highlighted encounters from the first tab and recalculate. If you also need to run by Released Date, just add a new column on the tab for "released date calculation" and follow the instructions above.
  ○ Upload worksheet and Encounter Summary report Excel Spreadsheet into Box.
● ON YOUR WORKSHEET: Enter a detailed statement as to why you are removing the encounters *(ex. The following encounters were held in Q3 for credentialing, but then were billed to keep them timely.)* Also note what is being done to address this issue, why this solution hasn't worked, etc. This note is **STILL** required when recalculating by Release Date *(ex. Provider Jones submits her notes for dictation. Her notes are then entered into Azalea by her Medical Assistant, and then Provider Jones signs the chart, which can take an average of 9 days to complete. When recalculating by Release Date, the average is 3. I have emailed and discussed with Provider Jones to enter notes into the chart and sign faster, however, this provider continues to use dictation. I will continue to follow up with her."*

How to use pivot table template:
1. Generate encounter summary
2. Paste entire sheet in the *raw data* tab, verify the columns match, remove row 2,
3. Copy the entire sheet except for row 1 and paste into the *sheet* tab in cell B2
4. Drag down the *Days to file* formula by hovering on the bottom right corner of the A2 cell and double-clicking when you see the bold black cross
5. Go to the *pivot* tab and click refresh
6. Filter the primary insurance column, deselect "blanks"
7. Filter the "Billed" column and only select the three months in the quarter

Soooo question. If i'm trying to recalculate average days to file...how do I figure out if it will pass? Does that make any sense? I exported the encounters that are causing my issue...is that right? My brain is so tired

Grace Vincent, 4 mins
the only way I know is to pull out the encounters that have the most days between the billed and released date, I kinda play around with it and delete the biggest numbers to see if it'll pass, a lot of times you'll find that those encounters with the biggest gaps between billed and released dates are the encounters you need to pull out. Does that make sense? lol