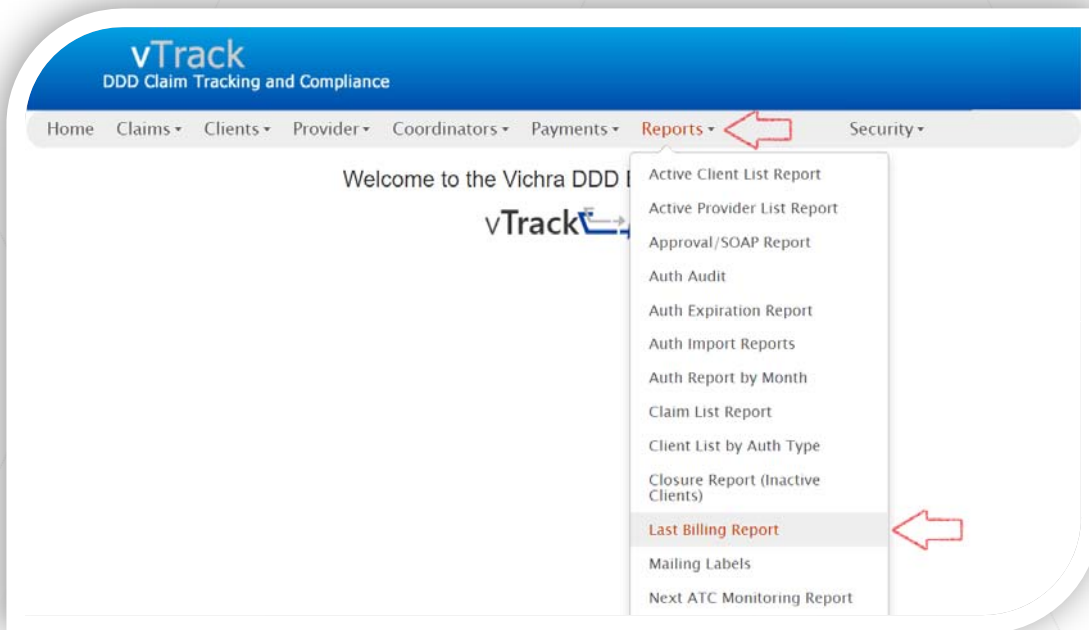


How to Use the Last Billing Report

This report will show you the last service date for which a claim was created. The report can be ran using either the client or provider. Please note, this report only reflects the last service date billed not the last service date provided.

1. Navigate to the Reports Drop-Down Menu

- Select-> Last Billing Report



2. Select Search Criteria for your Report

- Select-> Report mode: Provider/Client from the drop-down menu
- Select-> Status: Active/Inactive from the drop-down menu
- Select-> Group By: Coordinator/Location from the drop-down menu
- Check-> Box Output to Excel if you want to export
- Click-> Submit

****Example****

Last Billing Report

Please select report mode:

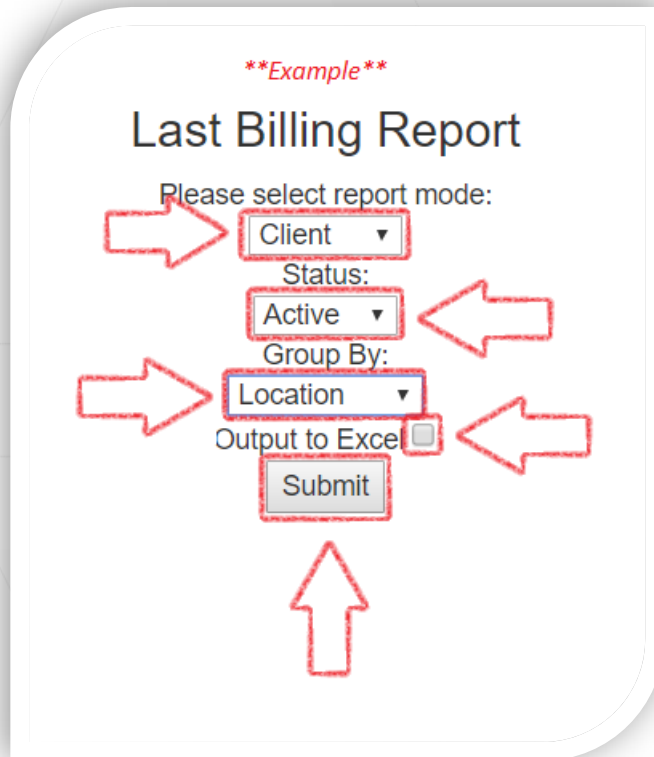
Client ▾

Status: Active ▾

Group By: Location ▾

Output to Excel

Submit

A screenshot of a web form titled "Last Billing Report". The form contains several input fields: a dropdown menu for "Client", a dropdown menu for "Status" with "Active" selected, a dropdown menu for "Group By" with "Location" selected, a checkbox for "Output to Excel", and a "Submit" button. Red arrows point to each of these elements: one arrow points to the "Client" dropdown, one to the "Active" dropdown, one to the "Location" dropdown, one to the "Output to Excel" checkbox, and one to the "Submit" button. The text "**Example**" is written in red above the form title.

3. Viewing Your Last Billing Report

- The report will populate a list of all clients
- The Last Billed Date column will contain the last date billed for that client

****Example****
Last Billing Report
Tucson

First Name	Last Name	Last Billed Date	SC Name	SC Phone	Coordinator Name	Coordinator Phone
Terri	Torrez	07/19/2019	Tammy Coordinator	602-555-5555	Mark Hamelton	999-123-1234
Jane	Doe					

- If the Last Billed Date field is blank, there are no claims for this client

****Example****
Last Billing Report
Tucson

First Name	Last Name	Last Billed Date	SC Name	SC Phone	Coordinator Name	Coordinator Phone
Terri	Torrez	07/19/2019	Tammy Coordinator	602-555-5555	Mark Hamelton	999-123-1234
Jane	Doe					

****For additional support, please contact us at vTrack@Vichra.com****

