

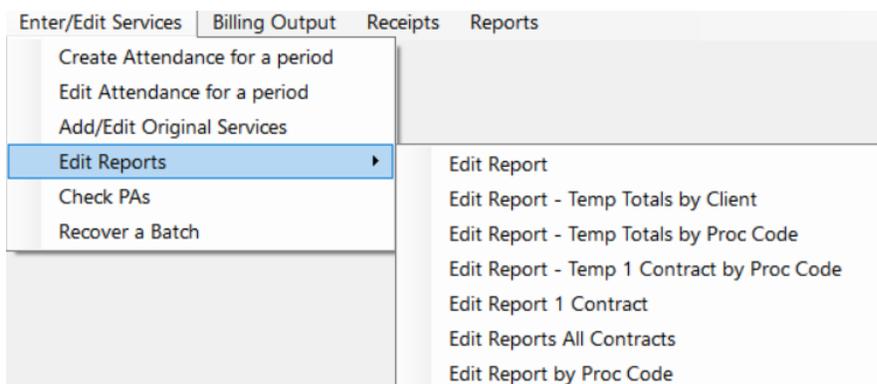
## Edit Reports

Edit reports will show everything that is currently in the temp file ready to be billed.

Running an edit report after claims data has been edited will ensure that what you are intending to bill matches what has been entered into the system, ready for upload.

The report will have the exact dollar total and number of claims that will be created in the submission file which will be sent to MH (or other insurance company).

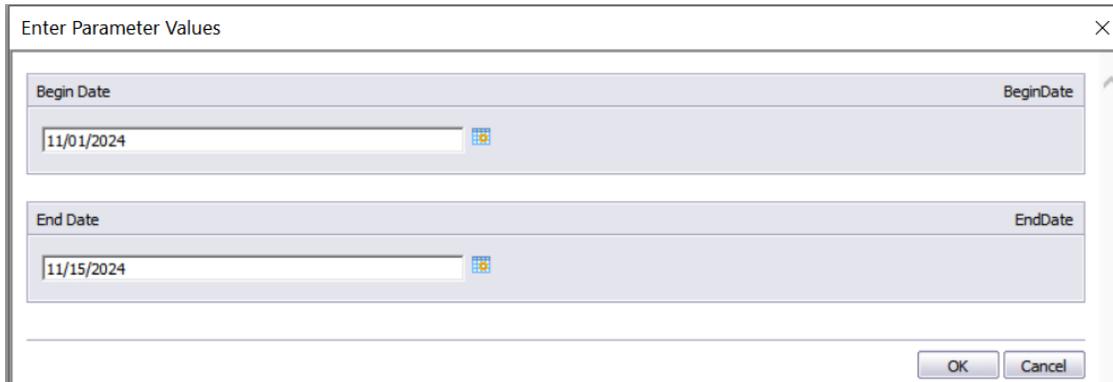
Go to Enter/Edit Services and select Edit Reports.



There are several report options to choose from, each containing claim and dollar totals.

Since the data shows in a different format on each report, we recommend running them to see what suits your preferences.

Once you select the desired report, enter in the dates of the billing, and click OK:



Enter Parameter Values

Begin Date BeginDate

11/01/2024

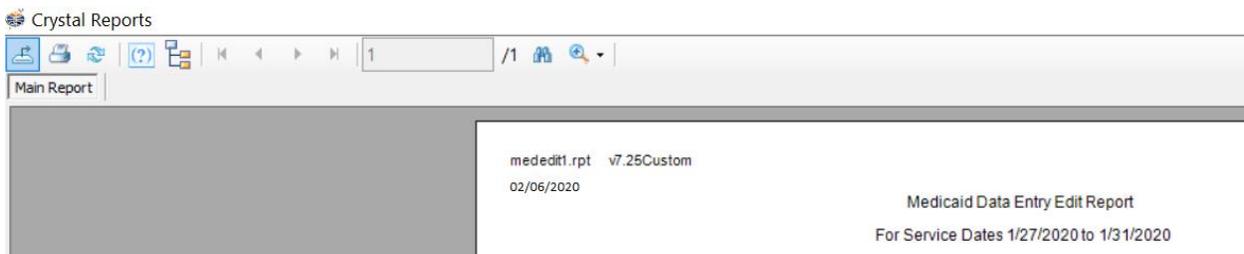
End Date EndDate

11/15/2024

OK Cancel

This will bring up your report. It will have the details of what you intend to bill.

To export and save it, go to the export icon in the upper left corner:



**NOTE:** ETS recommends that you save your edit reports for your records.

If the totals on your report match your billing, you are ready to submit your claims. If they do not match, go back to Edit Attendance to make necessary changes.