

Navigating OrthoFi Practice Reporting for Credit Adjustments

OrthoFi Practice Fee Deposit Report

Navigate to the OrthoFi Fee Deposit Report

1. FDR Summary Section

In the Summary Section, the "Adjustments" section will display the total Credit Position Adjustments made within the selected time period

The screenshot shows the OrthoFi Practice Fee Deposit Report interface. At the top left is the OrthoFi logo and a menu icon. At the top right is a user profile icon with the letter 'S'. The main heading is "Deposits and Fees" with an "EXPORT ALL" button to its right. Below this, there are four summary boxes: "COLLECTIONS SUMMARY" with a total of (\$2,363.35) for Collections and \$0.00 for Transaction Costs; "CHARGES SUMMARY" with a list of Service Fees (\$1,320.16), Interest Fees (\$36.02), and Sales Tax (\$0.00), plus a "VIEW MORE" link; "DEPOSITS SUMMARY" with a total of \$0.00 for Deposits; and "ADJUSTMENTS SUMMARY" with a total of (\$674.00) for Adjustments, which is highlighted with a red border. Below these summaries is the "Statement Date 6/1/2024" and an "EXPORT" button. At the bottom, there is a table header with columns: Statement Type, Connected Account(s), Bank Account, Collection, Transaction Cost, Deposit, Fees and Charges, Previous Balance, and Current Balance.

2. Viewing Credit Positions

The Previous Balance field will display the previous credit position balance prior to the selected statement date.

	Deposit	Fees and Charges	Previous Balance	Current Balance	
	\$0.00		(\$769.16)	(\$3,132.51)	↓
		\$1,042.26			↓
	\$0.00	\$1,042.26	(\$769.16)	(\$3,132.51)	

3. The Current Balance field indicates the current credit position balance.

	Deposit	Fees and Charges	Previous Balance	Current Balance	
	\$0.00		(\$769.16)	(\$3,132.51)	↓
		\$1,042.26			↓
	\$0.00	\$1,042.26	(\$769.16)	(\$3,132.51)	

4. Credit Position Details

Expand out the statement to view the patient/transaction that resulted in the credit position or increase in the credit position balance.

Statement Date 6/7/2024

Statement Type	Connected Account(s)	Bank Account
> ✓ Insurance Deposit		
> ✓ Billing		

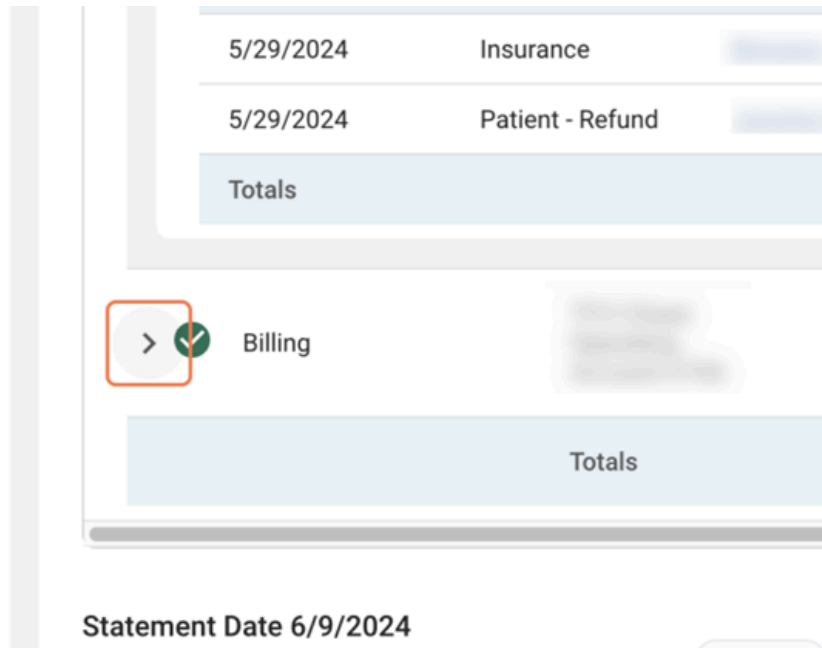
5. Credit Position Detail

Statement Date 6/7/2024 EXPORT

Statement Type	Connected Account(s)	Bank Account	Collection	Transaction Cost	Deposit	Fees and Charges	Previous Balance	Current Balance																																				
✓ Insurance Deposit			(\$2,363.35)	\$0.00	\$0.00		(\$769.16)	(\$3,132.51) ↓																																				
<table border="1"> <thead> <tr> <th>TRANSACTION DATE</th> <th>PAYMENT TYPE</th> <th>PATIENT NAME</th> <th>FRP NAME</th> <th>COLLECTION</th> <th>TRANSACTION FEE</th> </tr> </thead> <tbody> <tr> <td>5/31/2024</td> <td>Insurance</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="4">Totals</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>5/29/2024</td> <td>Insurance</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>5/29/2024</td> <td>Patient - Refund</td> <td></td> <td></td> <td>(\$2,363.35)</td> <td>\$0.00</td> </tr> <tr> <td colspan="4">Totals</td> <td>(\$2,363.35)</td> <td>\$0.00</td> </tr> </tbody> </table>									TRANSACTION DATE	PAYMENT TYPE	PATIENT NAME	FRP NAME	COLLECTION	TRANSACTION FEE	5/31/2024	Insurance			\$0.00	\$0.00	Totals				\$0.00	\$0.00	5/29/2024	Insurance			\$0.00	\$0.00	5/29/2024	Patient - Refund			(\$2,363.35)	\$0.00	Totals				(\$2,363.35)	\$0.00
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> ✓ Billing						\$1,042.26		↓																																				
Totals			(\$2,363.35)	\$0.00	\$0.00	\$1,042.26	(\$769.16)	(\$3,132.51)																																				

6. Expand Billing Statement Details

Billing Statements will include a line item "Adjustments - Credit Position" to recoup on the funds.



7. View Credit Position Adjustments

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DATE	PAYMENT TYPE	PATIENT NAME	FRP NAME	COLLECTION	FEE
5/31/2024	Insurance			\$0.00	\$0.00
Totals				\$0.00	\$0.00
5/29/2024	Insurance			\$0.00	\$0.00
5/29/2024	Patient - Refund			(\$2,363.35)	\$0.00
Totals				(\$2,363.35)	\$0.00

✓ Billing \$1,042.26

FEE TYPE	FEE TOTAL
Service Fees	\$366.24
Adjustments - Credit Position	\$674.00
Interest Fees	\$2.02
Totals	\$1,042.26

Totals		(\$2,363.35)	\$0.00	\$0.00	\$1,042.26	(\$769.16)	(\$3,132.51)
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