

## Service Date Verification Report

This report walkthrough will allow a user to verify services entered for a specific date and service date.

To access this report, use the following path:

"Menu" -> "Client Data" -> "Client Services" -> "Client Services Reports Menu" -> "Client Service Listing"

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										Duplicate Services Report
										Client Service Life Cycle Analysis Report
										Prevention Services Report
										Services Exceptions Report
										UnDuplicated Clients Served Matrix Report
										Utilization Management Report





- The "Client Services Listing" report window will launch.
- In the "Selection1" tab enter the appropriate "Unit" and "SubUnit".

Clients	Al 🔍 🗌
Units	CO SOUTHEAST CLINIC (A)
SubUnits	CO SOUTHEAST CLINIC (A)
Program Category Headings	
Program Categories	All Q
Unit Types	All Q
Administrative Groups	All Q
Assignment Types	All
Pay Source Type	All
Benefit Plan Types	
Pay Sources	
Benefit Plans	All <u>Q</u>
Service Types	
Client ZIP	

- In the "Selection3" tab, enter the possible converted dates in the "Service Dates" field.
- In the field below ("Date Entered"), enter 3/30/2014 to current date.

Client Services Listing (Administrative Access)								
Selections1 Selections2 Selections3 Selections4 Selections5 Print Columns Sort/Subtotal/Title								
Service Category A								
Service Category B								
Units of Measure								
Persons Contacted	All Q							
Places of Service								
Outside Facility	All Contraction of the second se							
Contact Types	All <u>S</u>							
Appointment Types	All <u>Q</u>							
Billing Types								
Service Intensities								
Entry Screen Types								
Data Entered By								
	Service Dates 02/23/2014 📺 thru 02/28/2014 📺							
Date Entered 03/30/2014 🧰 thru 04/02/2014 📺								
	∭Clear 🚅 Load 🔲 Save ⊘Batch 🚭 Print 💌 Exit							





- In the "Sort/Subtotal/Title" tab, check the "Print the Services" checkbox.
- Then click on the icon labeled "Print" and select the desired print destination to retrieve the report.

Client Services Listing (Administrative Access)      X         Selections1       Selections2       Selections4       Selections5       Print Columns       Sort/Subtotal/Title							
Segments							
Client Name(2) Program Category Head Program Category Unit ID SubUnit ID Unit Type Assignment Type Administrative Group Server ID Ext. P/P Pay Source Type Benefit Plan Type Current Pay Source Current Benefit Plan Service Code Appointment Type Service Date	→Add Order PrintTotal PageBreak   ▲ Up ✓ ✓   ▲ Up ✓   ● Down     ✓   Print the Services   ●   Print the SubHeaders     Report Title:						
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Print Destination					
<ul> <li>Screen</li> <li>Default Printer</li> <li>Other Printer<sup>**</sup></li> <li>VPE File (.VPE)</li> <li>Text File</li> <li>CSV File</li> </ul>	k				
File Name:					
🔲 Use Local Sort Directory					
	OK Cancel				

