

Need to Make Phone Calls on Insurance Aging?

When you are making that phone call to the Insurance Carrier, you have access to our quick, easy to find *Insurance Aging* sub-folder. Starting from the MedLook homepage, click the "+" box beside the *Patients* folder. From the drop-down list, select the Patient sub-folder you need—*Ins Aging*, *Ins Aging 0-30*, *Ins Aging 31-60*, *Ins Aging 61-90*, *Ins Aging 91-120*, or *Ins Aging 120+*.

The screenshot shows the MedLook software interface. The main window displays a "Patient Table (9)" with the following data:

Patient Number	Color	Last Name	First Name	MI	Title	Soc. Sec. #	Gender	Ethnicity/Race	DOB	Address 1	Address 2
10001		Stacey	Keith	A	Mr.		M		5/17/1964	9325 Abbott Avenue	
10002		Osagbue	Vincent	K	Mr.		M		11/25/1...	772 NE 86 St	
10003		Snyder	William	B	Mr.		M		12/3/1981	2601 Nw 115 street	#116
10004		Roberts	Jorge		Mr.		M		8/18/1948	18511 NW 10 Avenue	
10005		Bendler	David		Mr.		M		1/23/1987	900 Pennsylvania Avenu...	
10006		White	Sue		Miss		F		9/17/1981	14510 Lake Crescent Dri...	
10007		Kendrick	Kate	C	Miss		F		3/7/1975	1390 NE 3rd ct	
10008		Lewis	Arthur	D	Mr.		M		5/18/1948	10125 SW 16 st 306-2	
10009		Lewis	Beatrice	R	Mrs.		F		8/1/1951	10125 SW 16 st 306-2	

The left sidebar shows the "Patients" folder expanded, with the following sub-folders listed:

- Phones, SSN, ...
- Patient Table
- Waiting List
- Patient Schedule
- Unposted Trans...
- Unposted Line I...
- Transactions
- By Doctor
- By Insurance
- Responsible Party
- In Hospital
- Statements Sent
- Recall Dates
- Auto-Billing
- Claims Sent
- Unsubmitted Ins...
- Patients Not Billed
- Open Charges
- Open Accounts
- Patient Due
- Zero Patient Due
- Zero Balance D...
- 30 Days Late
- 60 Days Late
- 90 Days Late
- 120 Days Late
- Ins Aging**
- Ins Aging 0-30
- Ins Aging 31-60
- Ins Aging 61-90
- Ins Aging 91-120
- Ins Aging 120+
- Pending Insuran...
- Pending Primary...
- Pending Seccon...
- DOL Transaction
- Without Transa...
- Patient Aaina

The "Ins Aging" folder is highlighted with a red circle. The status bar at the bottom indicates "Record: 8 of 9".

For this example, I am going to select the *Ins Aging 120+* sub-folder. Here is a screen-shot of the sub-folder *Ins Aging 120+*.

The screenshot displays a software interface for managing insurance aging data. The window title is "Ins Aging 120+ (4)". On the left, a "Folder List" pane shows a tree structure under "MedLook", with "Ins Aging 120+" selected. The main area contains a search bar and a data table. The table has the following columns: Patient Number, Last Name / First Name / MI, Title, Home Phone, Work Phone, Total Aging, Ins1 Aging, Ins2 Aging, Patient Aging, and Other Aging. The data is organized into groups based on "Ins1 Mnem".

Patient Number	Last Name / First Name / MI	Title	Home Phone	Work Phone	Total Aging	Ins1 Aging	Ins2 Aging	Patient Aging	Other Aging
[-] Group: (none), Count: 4									
[-] Ins1 Mnem: CIHE, Count: 1									
10005	Bendler David	Mr.	205.353.22...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
[-] Ins1 Mnem: MCR, Count: 2									
10008	Lewis Arthur	D Mr.	205.355.01...						
10009	Lewis Beatrice	R Mrs.	205.355.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
[-] Ins1 Mnem: MDA, Count: 1									
10007	Kendrick Kate	C Miss	205.351.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom of the window, there is a record navigation bar showing "Record: 2 of 4".

As shown below, there are columns running across the top section of the dialog. These correspond with all of the Patient's information.

Patient Number	Last Name /	First Name /	MI	Title	Home Phone	Work Phone	Total Aging	Ins1 Aging	Ins2 Aging	Patient Aging	Other Aging	Ins1 Name
10005	Bendler	David		Mr.	205.353.22...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Cigna Healthcare
10008	Lewis	Arthur	D	Mr.	205.355.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicare
10009	Lewis	Beatrice	R	Mrs.	205.355.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicare
10007	Kendrick	Kate	C	Miss	205.351.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicaid Alabama

Below the row with the patient information, is the amount owed.

Patient Number	Last Name /	First Name /	MI	Title	Home Phone	Work Phone	Total Aging	Ins1 Aging	Ins2 Aging	Patient Aging	Other Aging	Ins1 Name
10005	Bendler	David		Mr.	205.353.22...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Cigna Healthcare
10008	Lewis	Arthur	D	Mr.	205.355.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicare
10009	Lewis	Beatrice	R	Mrs.	205.355.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicare
10007	Kendrick	Kate	C	Miss	205.351.01...		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Medicaid Alabama

You can customize the grouping in the sub-folder by right clicking anywhere in the grid and selecting *Group By*. The *Group By* window is shown below.

