

# Collections & Charges Report Overview

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The Collections & Charges Report provides practice-level and patient-level visibility into collections received through OrthoFi, including associated fees and charges.

## Accessing the Collections & Charges Report

### Navigation:

1. Click the **Reports** tab in OrthoFi, and locate the **Collections** section.
2. Select **Collections & Charges** to open the report.

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Collections and Charges

FILTERS

Practice \*

OrthoFi Test

Location

Start Date \*

5/1/2026

End Date \*

5/31/2026

Patient

Payment Type

Anatomy Insurance Payment & 1 more

GENERATE REPORT

EXPORT

CLEAR FILTERS

SUMMARY

|                   |                      |                      |                |                       |                      |
|-------------------|----------------------|----------------------|----------------|-----------------------|----------------------|
| Total Collections | Service Fee Charges  | Late Fee Charges     | Sales Tax Fees | NSF Fees              | Transaction Fees     |
| (\$13,723.76)     | (\$706.40)           | \$0.00               | (\$58.24)      | \$0.00                | \$0.00               |
| MDR Fees          | Interest Fee Charges | Remit Direct Charges | Software Fees  | Estimated Net Payment | Practice Collections |
| \$0.00            | \$0.00               | \$1.79               | (\$2,261.44)   | (\$16,748.05)         | \$0.00               |

Collections (\$13,723.76)

Service Fee Charges (\$706.40)

Remit Direct Charges \$1.79

| Collection Date | Deposit Date | Patient                     | Location | Collection   | Transaction Fees | MDR Fees | Practice Collections | Payment Type              | Practice Name |
|-----------------|--------------|-----------------------------|----------|--------------|------------------|----------|----------------------|---------------------------|---------------|
| 05/29/2026      |              | Missing Patient Information | Denver   | (\$750.00)   | \$0.00           | \$0.00   | \$0.00               | Anatomy Insurance Payment | OrthoFi Test  |
| 05/29/2026      |              | missing patient information | Denver   | (\$1,307.13) | \$0.00           | \$0.00   | \$0.00               | Insurance Payment         | OrthoFi Test  |
| 05/29/2026      |              | Missing Patient Information | Denver   | (\$937.50)   | \$0.00           | \$0.00   | \$0.00               | Anatomy Insurance Payment | OrthoFi Test  |
| 05/29/2026      |              | Test Payment                | Denver   | \$0.02       | \$0.00           | \$0.00   | \$0.00               | Insurance Payment         | OrthoFi Test  |

# Report Components and Key Data

## A. Filters

Report filters include::

- **Practice:** Filter by one or multiple practices.
- **Location:** Filter by one or multiple locations.
- **Start Date / End Date:** Define the collection date range.
- **Patient:** Filter results by patient name.
- **Payment Type:** Filter view by patient payments, insurance payments, or lender payments

## A. Summary

The Summary section details:

- Total Collections
- Service Fees
- Late Fees
- Sales Tax Fees
- NSF Fees
- Transaction Fees
- MDR Fees
- Interest Fees
- Remit Direct Charges
- Software Fees
- Estimated Net Payment
- Practice Collections

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### Collections and Charges

**FILTERS**

Practice \*  
OrthoFI Test

Location

Start Date \*  
5/1/2026

End Date \*  
5/31/2026

Patient

Payment Type  
All

**A**

**SUMMARY**

|                   |                      |                      |                |                       |                      |
|-------------------|----------------------|----------------------|----------------|-----------------------|----------------------|
| Total Collections | Service Fee Charges  | Late Fee Charges     | Sales Tax Fees | NSF Fees              | Transaction Fees     |
| (\$13,723.76)     | (\$706.40)           | \$0.00               | (\$58.24)      | \$0.00                | \$0.00               |
| MDR Fees          | Interest Fee Charges | Remit Direct Charges | Software Fees  | Estimated Net Payment | Practice Collections |
| \$0.00            | \$0.00               | \$1.79               | (\$2,261.44)   | (\$16,748.05)         | \$0.00               |

**B**

# Weekly Review Process

Review the report **weekly** to monitor collection activity and fees in real time.

## Key Items to Review

- Total Collections
- Transaction Fees
- Service Fees
- Interest Fees
- Software Fees
- Sales Tax Fees
- Practice Collections
- Net Payment

**Key Tip:** Export the report to Excel for analysis and recordkeeping.

## Understanding Payment Type Filters

Use the Payment Type dropdown to filter collection activity.

- **Patient Payment:** Payments received directly from patients
- **Insurance Payment – Standard Weekly Payment:** Insurance payments deposited by OrthoFi
- **Insurance Payment – Anatomy Insurance Payment:** Insurance payments deposited into your Anatomy bank account
- **Lender Payment:** Payments received from lenders

Refer to the **Payment Type** column to identify the deposit location:

- **Anatomy Insurance Payment:** Insurance payments deposited into your Anatomy account
- **Insurance Payment:** Insurance payments deposited directly by OrthoFi

| Collections (\$13,723.76) |              | Service Fee Charges (\$706.40) |          | Contract Fee Charges \$0.00 |           | Software Fees (\$2,261.44) |           | Remit Direct Charges \$1.79 |                  |          |                      |                           |               |
|---------------------------|--------------|--------------------------------|----------|-----------------------------|-----------|----------------------------|-----------|-----------------------------|------------------|----------|----------------------|---------------------------|---------------|
| Collection Date           | Deposit Date | Patient                        | Location | Collection                  | Principal | Interest                   | Late Fees | NSF Fees                    | Transaction Fees | MDR Fees | Practice Collections | Payment Type              | Practice Name |
| 05/29/2026                |              | Missing Patient Information    | Denver   | (\$750.00)                  | \$0.00    | \$0.00                     | \$0.00    | \$0.00                      | \$0.00           | \$0.00   | \$0.00               | Anatomy Insurance Payment | OrthoFi Test  |
| 05/29/2026                |              | missing patient information    | Denver   | (\$1,307.13)                | \$0.00    | \$0.00                     | \$0.00    | \$0.00                      | \$0.00           | \$0.00   | \$0.00               | Insurance Payment         | OrthoFi Test  |
| 05/29/2026                |              | Missing Patient Information    | Denver   | (\$937.50)                  | \$0.00    | \$0.00                     | \$0.00    | \$0.00                      | \$0.00           | \$0.00   | \$0.00               | Anatomy Insurance Payment | OrthoFi Test  |
| 05/29/2026                |              | Test Payment                   | Denver   | \$0.02                      | \$0.00    | \$0.00                     | \$0.00    | \$0.00                      | \$0.00           | \$0.00   | \$0.00               | Insurance Payment         | OrthoFi Test  |

## Month-End Recording of Collections and Fees

### Step 1: Verify Banking Activity

Confirm all OrthoFi-related deposits and expenses for the prior month have been added to your *Deposit in Transit – OrthoFi* account.

### Step 2: Run the Collections & Charges Report

Run the Collections & Charges Report for a **full month** (for example, October, 10/1/26 – 10/31/26).

### Step 3: Review the Summary Section

Use the Summary section in the upper-right corner of the report to identify monthly collections and fees.

### Step 4: Create the Monthly Journal Entry

Prepare the journal entry using the report totals. The journal entry should be dated the last day of the month.

## Month-End Reconciliation Procedures

Ensure collections recorded in OrthoFi, the practice management system, QuickBooks, and bank accounts are in agreement.

### Reconciliation Sources

- Collections & Charges Report
- Practice Management Software
- QuickBooks
- Bank Records

## Comparing the Collections & Charges Report to the Fee Deposit Report

When both reports use the same date range, the Summary section should align with the **Fee Deposit** report totals.

Use this comparison to:

- Verify deposits received
- Identify included service fees
- Review software charges
- Validate sales tax amounts

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## Collections & Charges Report Review Checklist

### Weekly Review

- ☐ Review collection totals
- ☐ Review fees and charges
- ☐ Verify net payment amounts
- ☐ Export report to Excel

### Month-End Review

- ☐ Verify all OrthoFi banking activity is recorded
- ☐ Run report for the full month
- ☐ Review Summary section
- ☐ Prepare monthly journal entry
- ☐ Reconcile to QuickBooks
- ☐ Reconcile to bank records
- ☐ Verify Collections & Charges Report totals match the Fee Deposit Report