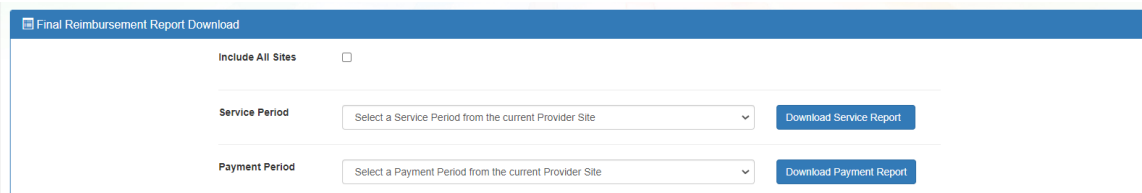# Quick Tips for Provider Reimbursement Reports

1. What are the changes for the Provider Reimbursement Report?

The Provider Reimbursement Report can now show the payments associated with the Service Period (when the services were provided) or the Payment Period (when the services were paid).
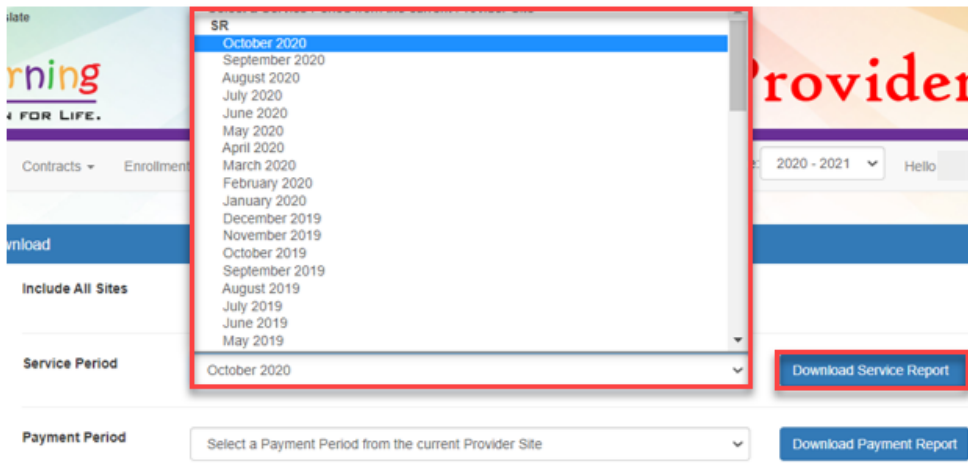
2. How do I run the Provider Reimbursement Report?

1. In the Provider Portal, navigate to **Attendance → Reimbursement Details**.

2. Select the Service Period (when the services were provided) or Payment Period (when the services were paid) dropdown. Chose the program and month/year from the corresponding dropdown.

   a. The month and year are shown in the dropdown by program. The SR program shows first.

3. Click the **Download Service Report** or **Download Payment Report** button.

4. The PDF version of the report downloads.

3. Is the report format different for a Service Period vs. Payment Period report?

Yes, the format is slightly different. The header area (A) and period column (B) will differ based on the report type. Additionally, the information included in the report will differ based on the program selected.

Service Period Report

Payment Period Report

4. What does the "Type" column mean?

The "type" column displays the reimbursement record type. For example, a "MTH" record type is a typical payment that is processed for the monthly services provided. A "PPA" record type is a type of adjustment performed on a previously paid record. A complete list of the reimbursement record types is listed below:

- **MTH**　　Monthly Transaction
- **PPA**　　Prior Period Adjustment
- **PPR**　　Prior Period Adjustment Reversal
- **LIA**　　Line Item Adjustment
- **CAA**　　Child Assessment Adjustment
- **CAR**　　Child Assessment Adjustment Reversal
- **PRF**　　Provider Registration Fee
- **RFR**　　Registration Fee Reversal
- **EOCR**　　End of Class Monthly 80/20 Reversal
- **EOCF**　　End of Class Final Adjustment