How to Run Missing Charges and Unapproved Treatment Reports

1. Log on to axiUm with your userid and password.
2. Click on the Info Manager icon.
3. Click on the Custom tab.
4. Follow the steps on the section on Running the Missing Charges Report or Running the Unapproved Treatment Report.

Running the Missing Charges report
1. To run the Missing Charges report, (a) click on Missing Charges under Reports, and then (b) click the Print button on the upper right.

2. Enter the date ranges in the Start of range and End of range (DO NOT enter a future date) on the Enter Parameter Values window, and then click on the OK button to run the report.
3. Once the report is finished running, it is displayed on the screen with any chart(s) listed as having any missing charges.

4. To print the report, click on the *Printer* icon on the top of the screen.

5. Select *Print Range* option and click on the *OK* button.
Running the Unapproved Treatment report
1. To run the Unapproved Treatment report, (a) click on Unapproved Treatment under Reports, and then (b) click the Print button on the upper right. There are no Parameter Values for this report to enter.

2. Once the report is finished running, it is displayed on the screen with any chart(s) listed as having any unapproved treatments.

3. To print the report, click on the Printer icon on the top of the screen.
4. Select *Print Range* option and click on the *OK* button.