

Itemizations Cheat Sheet

Itemization Date Source: "Last Service Date" (Preferred)

New Account Information		Step 1: Fill Out This Section FIRST	
Client ID *	(Please enter a client name or client code) ▼	Client Account # *	From your billing system
Last Service Date *		Client Last Pay Date	
Client Last Invoice Date *		Client Charge Off Date	
Principal Assigned *	\$		← Current Balance (amount sent to collections)

Itemization		Step 2: Fill Out This Section AFTER Previous Section	
Itemization Date Source *	Last Service Date ▼		
Itemization Date *			
Balance as of Itemization Date	\$		← Total Charges (original obligation of debt)
plus Interest	?	\$	← Total Interest (finance charges)
plus Fees	?	\$	← Total Fees (penalty fees ie NSF, late, collection)
minus Payments	?	\$	← Total Payments (insurance + patient)
minus Credits	?	\$	
Itemization Current Balance	?	\$	0.00 Difference: 0.00 (Assigned Balance: 0.00)

* Required Fields

Itemization Date: The most recent date of service.

Original Debt Obligation (Total Charges): The principal charges, fees, expense, taxes, or any other charge related to the service or product provided to the consumer. This is the amount the consumer, the consumer's insurance company, or other third parties would have otherwise had to pay on the date of service to completely satisfy the debt.

Interest or Finance Charge: Percentage of the debt charged periodically to the consumer's account. These interest charges may also be described as "finance fees", "finance charge", or even "statement fees". Regardless of how it's described, *if the charge is based on a certain percentage of the balance and is regularly charged periodically, it should be considered "interest"*. Enter the total amount charged regardless of when it was applied.

Fees: Penalty fees charged to the consumer's account that were not part of the original debt obligation. These penalty fees may include, but are not limited to, returned check fee, NSF, late fee, collection fee, or any other "penalty fee". Fees may also include any additional charges after the account has been charged off to collections. Enter the total amount charged regardless of when it was applied.

Payments: The total amount of payments applied towards the account's balance, regardless of source. This includes both insurance and consumer payments. Enter the total amount of the payments regardless of when it was received.

All other fields will be automatically populated or calculated.

- Itemization Date will be populated based on the value of the "Last Service Date" given in the previous section under "Debt Information".
- Itemization Current Balance will be populated based on the value of the "Principal Assigned" given in the previous section under "Debt Information".
- Credits and Adjustments will be automatically calculated based on the amounts given. This value should always be positive.

Itemizations Cheat Sheet

Itemization Date Source: “Last Statement Date” or any other Date Source

New Account Information		Step 1: Fill Out This Section FIRST	
Client ID *	(Please enter a client name or client code) ▾	Client Account # *	From your billing system
Last Service Date *		Client Last Pay Date	
Client Last Invoice Date *		Client Charge Off Date	
Principal Assigned *	\$		← Current Balance (amount sent to collections)

Itemization		Step 2: Fill Out This Section AFTER Previous Section	
Itemization Date Source *	Last Statement Date ▾		
Itemization Date *			
Balance as of Itemization Date	\$		← Last Statement Balance
plus Interest	?	\$	← Interest Charged Since Last Statement
plus Fees	?	\$	← Fees Charged Since Last Statement
minus Payments	?	\$	
minus Credits	?	\$	← Payments Applied Since Last Statement
Itemization Current Balance	?	\$	0.00
		Difference: 0.00 (Assigned Balance: 0.00)	

* Required Fields

Itemization Date: The date of the most recent invoice or statement sent regarding the balance being placed into collections. This will be a date the recipient will be able to match up with their records concerning the balance due.

Last Statement Balance: The total amount due from that most recent statement sent.

Interest or Finance Charge: Percentage of the debt charged periodically to the consumer’s account. These interest charges may also be described as “finance fees”, “finance charge”, or even “statement fees”. Regardless of how it’s described, *if the charge is based on a certain percentage of the balance and is regularly charged periodically, it should be considered “interest”*. Enter the amount that has accrued since the last statement date.

Fees: Penalty fees charged to the consumer’s account that were not part of the original debt obligation. These penalty fees may include, but are not limited to, returned check fee, NSF, late fee, collection fee, or other “penalty fee”. Fees may also include any additional charges after the account has been charged off to collections. Enter the amount that has accrued since the last statement date.

Payments: The payment amount applied towards the account’s balance, regardless of source. This includes both insurance and consumer payments. Enter the amount that has accrued since the last statement date.

All other fields will be automatically populated or calculated.

- Itemization Date will be populated based on the values given in the previous section under “Debt Information”
- Itemization Current Balance will be populated based on the value in the previous section under “Debt Information” and the field “Principal Assigned”.
- Credits and Adjustments will be automatically calculated based on the amounts given. This value should always be positive.