

Editing a KPI target

1. Navigate to **Settings** and click **KPI targets**.
2. Use the **Search** to locate the target to edit.

Note: Refer to [Search](#) for more details on using these features.

3. Click the target's **Your target** link.

KPI name ↑	Industry standard	Your target	Unit of measure	Modified by	Modified on	Status
AR Balance	N/A	\$1,000,000.00	Dollars	Amy McKinley	09/17/2024, 12:21 PM	Active
AR Balance > 90 days (by amount)	N/A	\$500,000.00	Dollars	Amy McKinley	11/19/2024, 12:20 PM	Active
AR Balance > 90 days (by percent of total)	20%	15%	Percentage	Amy McKinley	11/19/2024, 12:19 PM	Active
Clean Claim Rate	95%	20%	Percentage	Tia Shaw	09/11/2024, 8:08 AM	Active
Days in AR	45	40	Days	Dayshawn Terry	09/17/2024, 11:56 AM	Active
Hard Denials	5%	4%	Percentage	Tom Brawley	10/09/2024, 2:15 PM	Active

4. This opens the **Edit target** panel.
5. Edit the **Target** information.
6. Click **Save**.

Edit target ×

Key Performance Indicator name *

1.3b AR Balance > 90 days (by amount) ▼

1.3b: Some health centers may prefer to focus their KPI on keeping their AR balance older than 90 days below a certain dollar amount. This "max" amount can be set here.

Target *

\$ 500,000 Dollars

Reference: No industry standard available for this KPI.

Save Deactivate

Deactivating/Reactivating a KPI target

KPI targets can be deactivated and reactivated as needed.

Important Note: Deactivating a KPI target may affect data visualizations in the dashboards