

Weekly Reviews with Practice Administrator

Bookkeeper's Report

- Review accounts payable and total owed—be prepared to explain.
- Review payments made last week. Review incidental expenses last week—lunches, staff gifts, etc.
- Review "Lines of Credit" balances and interest rates: other loans.
- Review bank balances.
- Review payroll due; accrued payables for retirement plan, taxes, etc.
- 8th working day of the month, review I & E statement for previous month and be prepared to explain overages and savings.

Financial Coordinator's Report

- Production for previous week -- total and by Dr.
- Collections for previous week.
- Accounts Receivable total:

* Aged	current \$ _____	_____ % of total A/R
	30 days \$ _____	_____ %
	60 days \$ _____	_____ %
	90 days \$ _____	_____ %
	120 days \$ _____	_____ %
	in collections \$ _____	
* Outstanding insurance	\$ _____	

- Review delinquent accounts (120 day +) and have plan for what to do with each account.
- # collection calls made last week and results (promises, arrangements, payments received, etc.)
- Write-offs and reasons: NSF's, professional courtesy, managed care, etc.

Supply Manager's Report

- Review total orders for previous week.
- Review purchase orders for this coming week.
- Knowledgeable about budget allowances for all categories of supplies: clinical, business, and janitorial if purchased by office.

Business Desk Coordinator's and Clinical Coordinator's Reports

- Review schedule for last week.
- Review schedule for next week, projected production and projected collections.
- Review # of hygiene patients seen this week and # to be seen next week.
- Review show rate— restorative, hygiene. (At least 80% of active patients should be seen regularly for recare.)
- Review confirmation call success.
- # calls to reschedule recares, tx appointments; # rescheduled, i.e. progress on list. (A new list is to be generated last Tuesday of each month.)
- Review problems/successes in clinical area.

Marketing Coordinator's Report

- Activities last week and results.
- Activities this week.
- Activities next week/month.
- Costs; budget justification.
- # NPE's
- Patient inactivation report.

Practice Administrator's Report to Dr.(s)

- Plan cash flow/use; prioritize expenses; budget justification.
- Discuss personnel needs/problems.
- Office calendar for next week/month.
- Building upkeep, maintenance.
- Equipment --needs, maintenance, etc.

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