

FRONT OFFICE MONTHLY TASK LIST

These tasks are to be accomplished MONTHLY without fail in the order listed below. Place your initial in front of the line for any task you complete. The Monthly Task List is placed on the doctor's desk after completion in case there are any questions regarding accountability and to acknowledge a job well done.

END OF THE MONTH ACTIVITIES

_____ On first WORKING day of the month run finance charges

_____ Print Accounts Recievable report

MONTH END REPORTS

_____ Print continuing care display list for **ALL** hygienists

_____ Hygienist Reports given to respective hygienists for review

_____ Hygienist Reports reviewed by each hygienist ***to be completed by the 7th of the month***

_____ Print unscheduled treatment plans report for **ALL** doctors

_____ Patient Left Practice Report given to doctor

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_____ Last page of each New Patient Report (2 for each doctor)

_____ Patient Left Practice Report given to doctor

STATEMENTS

_____ Print Statements first day of the new month A to N

_____ Print statements on the 15 of the month M to Z

_____ Review Statements and mail