



## FINANCIAL SECRETARY DAILY CHECKLIST

W/E \_\_\_\_\_

TIME	TASK	M	T	W	TH.
8:30-8:45	BOOT COMPUTER & TURN ON PRINTER IF NOT DONE SO ALREADY				
	ENSURE SPACE IS NEAT & TIDY				
	IF NEEDED HANDLE ANY LAST-MINUTE BENEFIT DETERMINATIONS				
	REVIEW MONTHLY CHECKLIST FOR DUTIES THAT MIGHT OCCUR TODAY THAT ARE TO BE DONE BETWEEN 1-2				
	TURN OVER PREVIOUS DAY'S FINANCE COMPANY CONTRACTS TO RECEPTIONIST OR O/M FOR PICK UP				
	NOTE CANCELLATIONS & HOW THEY MAY AFFECT YOUR LINE-UP				
	WITH A/R REPORT IN HAND - REVIEW DAILY LINE-UP WITH O/M.				
8:45-9:00	ATTEND MORNING PRODUCTION MEETING				
9:00-9:30	FILE ANY CLAIMS FOR WHICH YOU WERE WAITING FOR DOCUMENTATION FOR				
9:30-10:00	CALL INSURANCE COMPANIES FOR BENEFITS THAT YOU WERE UNABLE TO REACH PREVIOUS DAY				
10:00-10:45	ENTER TX PLANS AND DETERMINE BENEFITS				
10:45-11:30	POST PAYMENTS FROM MAIL AND DIRECT DEPOSIT				
	SEND OUT EOB LETTERS				
	FILE ANY SECONDARY INSURANCE				
12:30-1:00	CALL INSURANCE COMPANIES ON ANY OVERDUE CLAIMS				

	HANDLE ANY INSURANCE DENIALS, INQUIRIES & OR NARRATIVES				
1:00-2:00	**TIME ALLOCATED FOR MONTHLY DUTIES** OTHERWISE CONTINUE CALLING			xxxxx LUNCH	
	IF NO MONTHLY DUTIES TODAY - CONTINUE TO PROCESS OVERDUE CLAIMS AND INSURANCE INQUIRIES				
2:00-3:00	LUNCH TIME - STAFF MEETING ON MONDAY				
3:00-4:00	CALL ON CLAIMS THAT HAVE AGED 15 DAYS				
5:00-6:00	REVIEW DAYSHEET FOR COMPLETENESS UP TO THIS POINT IN DAY				
	ENSURE DEPOSIT SLIP UP TO DATE FOR DAY				
	REVIEW SCHEDULE AND ENSURE ALL INSURANCE FILED UP TO DATE				
6:00-6:30	PRINT DAY SHEET				
	PRINT BANK DEPOSIT REPORT				
	ENSURE ALL INSURANCE FILED/BATCHED (OR NOTED ON THE SCHEDULE IF NOT) & FILE YOUR COPY OF SCHEDULE.				
	CHECK BATCH REPORT TO ENSURE ALL CLAIMS ACCEPTED.				
	USING YOUR CASH RECONCILIATION REPORT, CLOSE OUT CASH BOX & LOCK IT				
	USING BANK DEPOSIT REPORT, CLOSE OUT DEPOSIT.				
	ENSURE CREDIT CARD MACHINE BATCHED & BATCHES STAPLED TO RECEIPTS				
	PUNCH HOLES IN DAYSHEET, CASH RECONCILIATION REPORT & BANK DEPOSIT REPORT. FILE IN DAYSHEET FOLDER				
	PLACE DEPOSIT, & CREDIT CARD RECEIPTS IN DEPOSIT BAG & HAND DELIVER IT TO O/M				
	GIVE CLOSED OUT CASH BOX TO O/M				
	ENTER YOUR STATS ON GRID				
6:30-6:45	DO LINE UP FOR NEXT DAY				
	DO DAILY PRACTICE ANALYSIS				

## FRIDAYS

TIME	TASK	DONE
8:30-9:15	OPEN UP (GET CASH BOX) TURN ON COMPUTER	
	PRINT CURRENT A/R LIST (2)(WITH INSURANCE & WITHOUT)	
	PRINT PAYMENT PLAN REPORT	
	PRINT COLLECTION AGENCY REPORT	
	DO WEEKLY FIN SEC REPORT	
9:15-9:30	DO WEEKLY LINE-UP AND MONDAY LINEUP	
9:30-10:00	MEETING WITH OFFICE MANAGER	
10:00-10:15	DO WEEKLY STAFF MEETING REPORT	
10:15-11:30	WORK ON PROBLEM INSURANCE	
	FOLLOW UP ON PATIENT ACCOUNTS	
	AUDIT ANY PROBLEM ACCOUNTS	
	ENSURE THAT YOU ARE LINED UP FOR MONDAY	
	STRAIGHTEN SPACE	
	POST PAYMENTS	
	SEND OUT EOB LETTERS	
	FILE SECONDARY INSURANCE	
	ENTER YOUR STATS ON GRID	
	LOG HOURS IN HOURS BOOK	

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