FINANCIAL COORDINATOR DAILY CHECKLIST:

1. Participate in the morning huddle.
2. Answer phones (as back up for receptionist) – second in line.
3. Liaise with Treatment Coordinator and Scheduling Coordinator as needed.
4. Calculate and enter collections stat for the day.
5. Forward all new patient call-in information (forms) to Scheduling Coordinator for scheduling.
6. Research the accounts for the next day and determine the amount to be collected for each appointment (the collection sheet). Verify appointment notes for accuracy (fees and courtesies, etc.)
7. Check patients out, post treatment, collect money and post payments.
8. Post mail payments.
9. Post insurance payments.
10. Submit insurance (electronically) daily.
11. Send ECS as needed (usually two times a week) and print reports.
12. Follow-up on outstanding and rejected insurance. Re-submit any claims needed.
13. Work on accounts aging. Make the necessary patient contact calls, account letters, account contact notes, and any legal action needed.
14. File paperwork (account folders, EOBs, etc.; can be done by anyone with free time).
15.. Total up collections for the day (from daily register).
16. Send statements every month, on the first of the month.
17. Reconcile that days accounts with bank deposit.
18. Finalize the deposit slip (date, write in cash, stamp, and total).
19. Print the credit card “Audit List Report”. Compare and attach slips.
20. Shut down workstation.