



**EOM report -Billing Team**

Send a completed form to Integrator at the end of each month.

Month/Year: \_\_\_\_\_

Report	Employee	Date Completed	Initials	Notes
<b>Beginning of Month</b>				
Communicate prior month issues to manager	Team			
<b>On or before the 5th</b>				
Deposits in Open Dental balanced to UMB	Christina			
<b>Between 6th - 10th (REPORTS)</b>				
Complete statement tracker w/ "outstanding AR"	Christina			
Send outstanding AR list to billing specialist	Christina			
Work payment plans report (patient/insurance)				
<b>Before End of Month</b>				
"Insurance overpaid" reports- Kansas City	Jessica			
"Insurance overpaid" reports- Leavenworth	Jessica			
Complete patient credit account report	Jessica			
Reconcile Credit Card Deposits	Christina			
<b>15th of Month begin</b>				
Collection calls with Outstanding AR report	Shauna			
Payment request texts	Shauna			
All statements mailed	Christina			
Call patient accounts with credits	Shauna			
2nd verify list	Team			