



EOM report - Front Office Manager

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

Month/Year: _____

Report	Notes	Date Completed	Initials
Beginning of Month			
Met with lead Coordinator to review goals and issues			
Attend Provider meeting			
On schedule with annual performance reviews			
Prepare for team meeting			
Between 1st - 5th			
Configure Provider pay -daily min.			
On or before the 5th (Reports)			
'Claims Not Sent" report - Leavenworth			
"Procedures not billed to Ins" report - Leavenworth			
Review Mango call reports (15)			
Collect Front Desk EOM report			
Collect Billing team EOM report			
Before End of Month			
Review timecards and PTO for payroll x2			
All Scorecard metrics entered			
Updated attendance			
Front office supplies inventory			
Review team meeting notes with employees unattended			
Send collection account to collections			