



EOM report - KC 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			
'Claims Not Sent' report - Kansas City			
"Procedures not billed to Ins" report - Kansas City			
Review Recall reports			
On or before the 5th (Reports)			
Dental Supplies inventory			
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			
Misc			
Second verify list			
File monthly invoices			