

MONTHLY CHECKLIST REQUIRED BY HEAD OFFICE

The following is a checklist of reports, statistics and information that is required to be submitted to head office by the **5th of each month** for the previous month. Entries are to begin from April and submitted for the first time in May 2017.

This new checklist of information is needed to allow for further business development and growth and to ensure that as Practice Managers, you are up-to-date with position of the crucial areas of the clinic. Together we can work at finding solutions to promote growth and success. It also simplifies the reporting process in one place rather than send reports to various people.

There are two new notebooks created on your Evernote accounts called;

1. **'Monthly Exact Reports'**

The following reports are to be generated from EXACT and then uploaded here;

- Debtors Report
- Auditing Report
- New patient referral sources Report (Ron)
- Number of Online bookings through Health Engine for the month (Ron will show how)
- Provider Payment Summary attached with Adjustment Sheets
- Petty Cash Summary and receipts uploaded and complete (Uploaded to the Petty Cash notebook not the Monthly Exact Reports) Please check that you have sufficient funds at the end of the month and advise if reloading is required

2. **'Monthly management reports'**.

These are reports that head office will upload to provide a picture of the clinic and help with rostering and budgeting;

- Wage Percentage report every fortnight
- Daily blotter of the Providers, to give a guide of the variance in production each month
- Total spent on ordering against which will then allow us to create a budget and compare each month's purchases against this amount

There is also an *Excel spread sheet template* designed for each clinic called **ADG Perth Monthly Statistics** that you are to save onto your desktop and 'Save as' each month and enter the required statistics each day. At the end of the month, this completed spread sheet is to be uploaded into the 'Monthly Exact Reports' notebook.

This spread sheet includes relevant statistics of new patient numbers, rebooking numbers of these new patients, the number of re-bookings per day of all patients seen, number of FTA's, UTA's, downtime hours and number of Google Reviews per provider.