

ACCOUNTS RECEIVABLES

Week 1 Actions

Insurance AR—Call and resubmit any additional information requested by the insurance rep. for claims **90+ days** (all calls must be notated inside claim).

Patient AR— Send patient statements with last names **A-F** using Quick Bill (Don't forget to add \$5.00 Fee to all Paper Statements).

Send patients with the last name **A-F** that have received 1 or more statements to TSI— Level 1: Accelerator (don't forget to add \$25.00 Late Fee).

Check TSI to verify what accounts have been transferred to Level 3: COLLECTIONS and adj balance off as BAD DEBT.

Week 2 Actions

Insurance AR—Call and resubmit any additional information requested by the insurance rep. for claims **60+ days** (all calls must be notated inside claim).

Patient AR— Send patient statements with last names **G-M** using Quick Bill (Don't forget to add \$5.00 Fee to all Paper Statements).

Send patients with the last name **G-M** that have received 1 or more statements to TSI— Level 1: Accelerator (don't forget to add \$25.00 Late Fee).

Check TSI to verify what accounts have been transferred to Level 3: COLLECTIONS and adj balance off as BAD DEBT.

Week 3 Actions

Insurance AR—Call and resubmit any additional information requested by the insurance rep. for claims **30+ days** (all calls must be notated inside claim).

Patient AR— Send patient statements with last names **N-S** using Quick Bill (Don't forget to add \$5.00 Fee to all Paper Statements).

Send patients with the last name **N-S** that have received 1 or more statements to TSI— Level 1: Accelerator (don't forget to add \$25.00 Late Fee).

Check TSI to verify what accounts have been transferred to Level 3: COLLECTIONS and adj balance off as BAD DEBT.

Week 4 Actions

Insurance AR—Call and resubmit any additional information requested by the insurance rep. for claims **90+ days** (all calls must be notated inside claim).

Patient AR— Send patient statements with last names **T-Z** using Quick Bill (Don't forget to add \$5.00 Fee to all Paper Statements).

Send patients with the last names **T-Z** that have received 1 or more statements to TSI— Level 1: Accelerator (don't forget to add \$25.00 Late Fee).

Check TSI to verify what accounts have been transferred to Level 3: COLLECTIONS and adj balance off as BAD DEBT.