

BILLING, PAYROLL & REIMBURSEMENT

PURPOSE To ensure timely and accurate billing, payroll, and reimbursement in alignment with visit logs, timecards, and payer requirements.

DIRECTIONS For each metric, assign an owner and set a goal. The owner will be the person for ensuring the item is recorded each week - but that doesn't mean they are necessarily responsible for hitting the goal.

The goal should be set based on your organization's objectives and what you need to do each week to achieve them.

METRIC	OWNER	WEEKLY GOAL	ACTUAL
Days Sales Outstanding (DSO)			
First-Pass Claim Acceptance Rate			
Visit Billing Completion Rate (within 7 days)			
Payroll Accuracy Rate			

