

Checklist for Practice Management Success

- √ Does your financial record keeping give you good financial management control?
- √ Do you have a method of reviewing expenses for controlling costs?
- √ Does your information system give you useful reports for managing effectively?
- √ Does your office implement new technology as needed?
- √ Is your office computer system up to date?
- √ Do you use an operating budget for control and planning?
- √ Is your current staff meeting your standards?
Do you have regular employee performance evaluations?
- √ Do you have a compliance plan, policies, and continuing education on compliance issues including HIPAA and OSHA ?
- √ Do you have up-to-date personnel policies and job descriptions?
- √ Do your patients clearly understand your billing policy and insurance processing?
- √ Does your practice demonstrate excellent patient-staff relations?
Do you obtain feedback from patients about your practice?
- √ Are staff trained thoroughly on your billing policy and follow it closely?
- √ Are you satisfied with all aspects of your medical record system?
Have you implemented or plan to implement electronic medical records?
- √ Are collections up to par and is your staff managing accounts receivable efficiently?
- √ Does your appointment scheduling work satisfactorily?
Is waiting time for patients a problem?
- √ Is the patient volume at your office as you like it?
Do you have ongoing marketing and promotion activities?
- √ Do you have a policy of reviewing your fee schedule?
- √ Do you have practice management benchmarks to measure practice performance?

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Publications related to this topic on website www.practicesupport.com include:

- [Practice Management e-Booklets – The Complete Series](#)
- [Policies, Procedures & Protocols for Physician Offices](#)
- [Practice Management Handbook for the New Office Manager](#)