Office Manager Monthly Practice Analysis
Data for the month of ___________20____

Date _____________

Manager to present the following practice analysis:

- Number of new Patients Scheduled in March _____________________________
- Goal met or exceeded Dr. Tooth _____________________________
- Goal met or exceeded Hyg _____________________________
  - If not met – why _____________________________
  - Should goal be adjusted? _____________________________
- Amount produced in March _____________________________
- Amount collected in March _____________________________
- Amount adjusted in March _____________________________
- Collection percentage rate _____________________________
- # of in house Plans _____________________________
- Give an account of current aging status, 30, 60, 90 discuss any accounts that need to go to be discussed/collections/write off, etc. _____________________________
  - Pat. 0-30 _____________________________ Ins. 0-30 _____________________________
  - Pat. 31-60 _____________________________ Ins. 31-60 _____________________________
  - Pat. 61-90 _____________________________ Ins. 61-90 _____________________________
- Production amount currently scheduled for April _____________________________
- Plan to make sure goal is met _____________________________
- Office needs/wishes _____________________________
- Office/team personnel Issues to be resolved _____________________________
  - Identify weaknesses in systems and action plan to resolve _____________________________
- Celebrate wins _____________________________