

Scheduling Coordinator Monthly Master Checklist

MONTH:		Verify Eligibility For All Medicaid, KCC & TX for the Month																	
WEEK 1	Check Loop and follow-up											Make Post-Op Calls for Surgery Center & IV Sedations							
	DAILY					Mon		Tue		Wed		Thu		Fri					
		AM	PM		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM					
	Open RevenueWell & check for messages (min of 2x/day)																		
	Check answering machine/return calls (min of 2x/day)																		
	Check office email (min of 2x/day)																		
	Call all unconfirmed appts 2 days prior																		
	Fill voids in schedule																		
	Every acct accurate (guarantor, billing type, etc)																		
	Unscheduled list & ASAP list up to date																		
	Correct denied claims due to incorrect info & notify Fin Coord to re-send																		
	Ensure ALL Insurance is verified for next day's schedule (due to sched changes)																		
	Confirm NPO for next day's sedations																		
	Send no-show letters (with or without fees)																		
	nightly check of N2O and Oxygen tanks/order when low																		
	Complete cleaning assignment																		
Office Manager Initials																			
WEEK 2	Check Loop and follow-up											Make Post-Op Calls for Surgery Center & IV Sedations							
	DAILY					Mon		Tue		Wed		Thu		Fri					
		AM	PM		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM					
	Open RevenueWell & check for messages (min of 2x/day)																		
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	Send no-show letters (with or without fees)																		
	nightly check of N2O and Oxygen tanks/order when low																		
	Complete cleaning assignment																		
Office Manager Initials																			
WEEK 3	Check Loop and follow-up											Make Post-Op for Surgery Center & IV Sedations							
	DAILY					Mon		Tue		Wed		Thu		Fri					
		AM	PM		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM					
	Open RevenueWell & check for messages (min of 2x/day)																		
	Check answering machine/return calls (min of 2x/day)																		
	Check office email (min of 2x/day)																		
	Call all unconfirmed appts 2 days prior																		
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	Every acct accurate (guarantor, billing type, etc)																		
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	Send no-show letters (with or without fees)																		
	nightly check of N2O and Oxygen tanks/order when low																		
	Complete cleaning assignment																		
Office Manager Initials																			
WEEK 4	Check Loop and follow-up											Make Post-Op Calls for Surgery Center & IV Sedations							
	DAILY					Mon		Tue		Wed		Thu		Fri					
		AM	PM		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM					
	Open RevenueWell & check for messages (min of 2x/day)																		
	Check answering machine/return calls (min of 2x/day)																		
	Check office email (min of 2x/day)																		
	Call all unconfirmed appts 2 days prior</																		