

## **MEDICAL PRACTICE INTERNAL CONTROLS**

### **TIPS / ACTIONS TO AVOID EMBEZZLEMENT**

- Cross train and trade roles
- Track collections turnover and payments applied?
- Build in *your* check and balance
- Run missing ticket reports
- ALWAYS, ALWAYS, ALWAYS look at credit card and other invoice back-up
- Engage the patient to become an important step in internal control process
- Duplicate deposit slips to prevent modification of slip en route
- Have lockbox and ACH/EFT's
- Have designated physician to do quick sign off on daily activities
- Meet monthly with staff and physicians to review Accounts Receivable.
- Ask for annual Credit report – ensure sure no accounts and/or cards opened in doctor/practice name
- Separate the money from the transaction
- Background / Credit / Google name, Plus/ Facebook, Linked in...
- Track charge ticket for walk-in

### **GET PROVIDERS INVOLVED!**

- Create a dashboard of daily activity for quick review
- Create Good Habits! Meet monthly to review reports and A/R activity

### **REDUCE OPPORTUNITY**

### **TRUST AND MONITOR**

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