MEDICAL PRACTICE EMBEZZLEMENT

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!

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

REDUCE OPPORTUNITY

TRUST AND MONITOR

Susan Childs, FACMPE – 919-732-6832 © 2016 Evolution Healthcare Consulting

Email: schilds@evohcc.com           site: www.evohcc.com