

# End of Year Checklist

## For the Medical Practice

### ***Administrative/HR***

- Review practice insurance policies for renewal (group medical, workers compensation, general and commercial liability, disability, supplemental.)
- Complete staff performance evaluations.
- Review updates to federal and state employment laws and secure workplace poster requirements.
- Update office policies and procedures, and complete and document staff training.
- Complete and document required annual staff training on HIPAA, OSHA and OIG compliance.
- Prepare an operating budget for new year.
- Disburse 1099's to independent contractors timely.
- Disburse W-2's to employees timely.
- Secure updated tax forms from employees for the new year.
- Offer end of year benefits review for employees with company agents (medical & supplemental insurance, retirement benefits.)
- Review renewal dates for office vendor contracts/agreements.
- Review renewal dates for physician medical licenses, state and federal narcotics licenses.
- Review renewal dates for physician medical societies and specialty societies dues.
- Review renewal dates for facility privileges and credentialing.
- Plan quarterly staff inservices or training for the new year (compliance, safety, patient relations, etc.)
- List Goals for the new year.

### ***Billing***

- Post all receivables and deposit funds prior to end of year.
- Review accounts to be written off or sent to collection agency.
- Obtain updated fee schedules from Medicare and contracted payers.
- Review renewal dates for payer contracts.
- Update practice superbills, encounter forms, new patient forms, letters, etc. for new year.
- Order new year chart labels for paper charts.
- Order new coding books.
- Verify that new codes are updated in your billing system.
- Review CPT and ICD-10 changes with billing staff.
- Review procedures with staff regarding patient benefits, eligibility, deductibles, copays and coinsurance amounts for the new year.
- Review procedures with staff regarding patient referrals & authorizations for the new year.