



*Print off beginning each month and file in monthly folder and send copy to Cascade Headquarters and each Dr**

Month/Yr _____

Office Manager			
Report	Notes	Date Completed	Initials
Beginning of Month			
Met with all 3 PICs, reviewed plans & goals			
Have Dr&PIC meeting before Monthly Team Meeting			
Met with all 3 PICs 2nd time, reviewed plans & goals			
Make deposits at least 2x per week			
Have 2 nd doctors meeting in month			
Review Cleaners weekly Cleaning Checklist			
On schedule with quarterly performance reviews			
Before End of Month			
Review Hygienist Recall Reports			
Make sure postcards completed			
Drawing for "No Cavity Kids Club" first time			
Drawing for "No Cavity Kids Club" 2nd time in month			
Between 1st 5th			
'Choose Dentist" Report*			
"Claims Not Sent"*			
"Declined Patients Payments"*			
"Procedures Not Billed to Ins"*			
Review Assistant Monthly Checklist			
Tell Drs who completed Daily Report			
Print off for each Dr their "Monthly Report"			
Between 5th and 10th			
Enter Month End #'s into portal*			
Staple debit card receipts to this form*			
Payroll 2x*			
Processed Bonus*			
Processed PTO			
Processed 401k match			

**kept & filed in monthly folder*