

Month

Sound Chiropractic Center

Dr.

Insurance Verification and Account Log

#	Date	Name (Last, First Initial)	Cat.Co	Paper	"D"	%	Limitations	1st Day \$	FCP \$	Dates	Start	Card/Problems/Sign off
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

Instructions

By day's end each new patient's name, account type, insurance information (if applicable) and first day payments are recorded above. When appropriate paperwork is completed (i.e. liens and/or forms signed and sent) and financial arrangements are made, the account is fully established and ready to be signed off. Stripe all signed off accounts with yellow highlighter.

Abbreviation Key

- D"-Deductible
- 1st Day \$-Amount paid on first visit
- Dates-Date they make their payments (i.e.) 1st & 15th
- Start-First date they make a payment on their account per their FCP agreement
- Card/Problems/Sign Off-Don't sign off until EVERYTHING is complete/you have all the patient's information (list problems i.e. waiting for claim #, tx card incomplete, etc.)
- %-Percentage of insurance coverage for chiropractic care (80%, etc.)
- FCP \$-Amount they'll pay per their FCP agreement
- Paper-Check this when all paper work is done (i.e. liens signed, PIP verified, forms to L&I)