**DAILY ASSIGNMENT – BILLING DEPARTMENT**

**WEEK OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2010**

**BILLER’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Type of Tasks** | Monday  \_\_/\_\_\_/\_\_\_ | Tuesday  \_\_/\_\_\_/\_\_\_ | Wednesday\_\_\_/\_\_/\_\_ | Thursday  \_\_\_/\_\_\_/\_\_\_ | Friday  \_\_/\_\_\_/\_\_ | Saturday  \_\_\_/\_\_\_/\_\_ |
| # of claims dropped | Completed (C)  Still Pending (P) |  |  |  |  |  |
| # of errors |  |  |  |  |  |  |
| # of denials |  |  |  |  |  |  |
| # of follow-ups |  |  |  |  |  |  |
| **#** of appeals |  |  |  |  |  |  |
| $ amount on as of today on Aging Reports (list amounts past 30+ days) | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ | HMO $\_\_\_\_\_\_\_\_  AC  $\_\_\_\_\_\_\_\_  CCC  $\_\_\_\_\_\_\_\_  Private  $\_\_\_\_\_\_\_\_  Other  $\_\_\_\_\_\_\_\_ |
| **Other Billing Tasks [list tasks below]** | Completed (C)  Still Pending (P | Completed (C)  Still Pending (P | Completed (C)  Still Pending (P | Completed (C)  Still Pending (P | Completed (C)  Still Pending (P | Completed (C)  Still Pending (P |
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