

## Office Forms and Admin Requirements Completions Tracker

<b>Patient's Name</b>			
<b>Date</b>		<b>Ref #</b>	

Forms	Case	PI	W/C	Health	Medicare	Cash	Child	Female
Authorization								
Power of attorney								
Financial Profile								
Medicare Advance Notice								
Minor Consent Form								
Pregnancy (Y / N )								
L O P Form								
HIPAA Privacy & Consent								
Others								

Automated Notifications			New Patient Processing		
	Signature on financial forms			PI LOPs	
	Insurance Coverage verified and explained			Report Due Dates	
	New patient information package sent			X-Ray advance notice	
	Appointments setup			Co-Pay, Deductibles, Limits	
	Referral by			Cash payments due per visit	
	Referral acknowledged			Notes	

### Other Notes & Comments