



TOP REPORTS TO TRACK FOR YOUR TEAM

|
Free Guide

THE WYRICK OUTLOOK, INC



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As an office manager, it's your responsibility to ensure that your team is performing to their best ability within their respective department. As further discussed in our Office Manager course, setting goals for each team member helps to ensure the practice and team members continue to perform while giving you the insight to assist when support is necessary.

Scheduling Coordinator:

- Active Patients without Appointments
 - Missed Appointments
 - Unanswered Phone call
-

Financial Coordinator:

- Past Due Insurance AR
 - Production
 - Collections
 - Adjustments
 - Credits
 - Payment Option Terms (PIF/Monthly/Flex)
-

Treatment Coordinator:

- Exams Seen
 - Same-Day Starts
 - Conversion Rate
 - Obs
-

Clinical:

- Kept Appointment Length
 - Treatment Length
 - Emergency Appointments
-

Marketing:

- Referral Report
- Social Followers
- Email List Subscribers
- Review Report

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