

# CLOSING DUTIES

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Check the appointment book schedule for the next business day. If any providers have an opening at the start of their shift, place a block in the schedule and notify the provider of their correct start time

*Example: If hygienist Ann usually starts at 8am, but her first patient isn't until 9am, please block out her first hour and notify her of 9am start time. Place note and initial in the event block.*

## Reconcile Deposit

- Select Reports on the top menu bar and select Standard
- Under Daily, select Payments. Make sure both start and end date are accurate
- Make sure ALL providers box is checked and uncheck the Insurance Payments box
- Group by check button should be marked. Hit OK and print the report
- Access Search on payment bridge icon, select current date. Place cursor over last name tab and right click. Select Sort Asc, to put report in alphabetical order. Verify payment bridge information matches 'Daily Payment' report, make any necessary corrections. From windows access snipping tool. Create a 'snip' of payment bridge search and print

Count cash drawer & verify with payment report, fill out cash report in drawer and initial

## **CONFIRM ALL BALANCES ARE CORRECT AND COMPLETE EOD REPORT**

Put verified deposit with deposit slip, payment report, and CareCredit receipts attached to the cash and put in safe

Scan checks using the online remote bank deposit system

Clean up waiting area/bathroom—Check that the bathroom is stocked and clean

Turn off TV slideshow (if applicable)

Restart all front desk computers. Computers should show lock screen

Lock doors. If any doctor or hygienist is left in the office, be sure to communicate with them to lock

Set alarm (if applicable) if you're the last one out. If any doctor or hygienist is left in the office, be sure to communicate with them to set alarm if they're the last one out