



Accounts & Billing Drop Box Scan Cover Sheet

Scan Date MM / DD / YYYY	
Total # of insurance checks scanned	#
Total \$ of insurance checks scanned	\$
Scanned by (written name)	

Instructions:

1. Compile all checks & insurance billing correspondence with checks intact
2. Enter the name of the office personnel scanning in the "Scanned by" field
3. Enter the Scan Date
4. Enter the total # of insurance checks
5. Enter the total amount of insurance checks
6. Save in to "Billing Scan Drop Box"
 - a. One Drive > Front Desk Docs > Billing and Finance Shared Folder > Billing Scan Drop Box > Select folder with office clinic and date scan with today's date