Billing Checklist							
Checklist is sent every Friday to team lead *Week of:*	M	T	W	T	F	S
Virtual Assistants							
Log in to Slack and work email, and respond as needed							
Send out claims from the previous day							
Process claims using the "Procedures not billed to insurance" report, with the date range from 01/01/2020 to the previous day							
Submit claims through the "Claims not sent" report, using the date range from 01/01/2020 to the previous day							
Review claims that are on "Hold"							
Complete the EDS "Unread" report							
Complete the EDS "Rejected claims" report							
Complete all NEA attachments							
In House & Virtual							
Post payments by reviewing all EFT portals, faxes, and checks							
Address EOB denials							
Address Outstanding Medicaid and Ortho Insurance claims							
Address 90 Day General Outstanding Insurance claims							
Closing							
Review the "Payment" report and the Open Edge "Transaction" report to ensure all numbers match							
Scan checks into BOA							
Send the BOA deposit form to the office manager via PDF							
Weekly							
Handle Billing Inquiries							
Manage Credit Card disputes							
Run the Office Aging report							