

STAFF MEMO

WEEK OF: _____

FRONT OFFICE STATS:

	Weekly	Monthly
NP		
PV		
SER		
IN/COL.		
OW/COL.		
TOTAL COL.		

INSURANCE DEPARTMENT STATS:

AMT. BILLED: _____

AMT. COL.: _____

CALLS: _____

REPORTS: _____

COLLECTS AT % _____

MONTH TO DATE COL.: _____

X-RAY DEPARTMENT STATS:

X-RAYS: _____

RE-X-RAYS: _____

RE-EXAMS: _____

COMMENTS: _____

MESSAGE: _____

FRONT OFFICE MEMO:

RECALLS: _____

POSTCARDS: _____

PROJECTS: _____

MESSAGES: _____

COMMENTS: _____

MESSAGE: _____
