

ACCOUNTS RECEIVABLE MONITOR

Monitor kept by _____ Month and Year _____

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
1. DATE SENT													
2. # of statements													
3. \$ of statements													
4. DATE SENT													
5. MM1 sent													
6. MM1 \$\$													
7. MM2 sent													
8. MM2 \$\$													
9. MM3 sent													
10. MM3 \$\$													
11. TOTAL MM's													
12. TOTAL MM's \$\$													
13. # MM responses													
14. \$ of MM's paid													
15. # of phone calls made													
16. DATE SENT													
17. # sent to collections													
18. \$ sent to collections													
19. \$\$ from collection agency													
20. \$ Written off as bad debt													

DIRECTIONS: 1,2,3 the date statements were mailed, the number of statements, and the \$ amount mailed. (you will need to run a tape of the statements). 4 thru 14 deal with MMs which stands for Mid Month Activity. It can be a series of collection slips, or letters, or phone calls. The idea is after 60 days you contact the patient in between statements with one of the items I just mentioned. This activity is progressive: MM1 is the first time, MM2 is the second time, and MM 3 is the final notice. Count the number of each every month, the \$ amount sent, and the # of responses, and the \$ amount received from your Mid Month activity. #15 is the number of phone calls you made. #'s 16-19 deals with accounts sent to a collection agency, and #20 documents the amount written off as bad debt. Track monthly to celebrate progress or to watch for a change in performance.