



Disclaimer: This is document should not be considered a tool for financial or operational advice. This excel document should be used a template only, any calculations should be audited by an external source. You should seek appropriate counsel for your own situations.

Client Name: _____
 Date: _____

Case Management	Range				January	February	March	April	May	June	July	August	September	October	November	December
Distribution of Case Types	>25% CC	<25% CC														
Completion of CC Cases	>80%	85%	95%													
Pre-scheduled programs of care (% of average volume)	2 weeks 75%	4 weeks 50%														
Compliance (% of MA)	<10% = A	10-15% = B	16-20% = C													
Compliance Call-ins	<10% = A	10-15% = B	16-20% = C	21-25% = D	>25% = E											
NP Volume	<10=stagnation or shrinking	11-15=mild growth	16-20=moderate growth	>20=robust growth												
NP Referrals from existing patients (per 100 visits)	>4 = A	3-4 = B	2-3 = C	1-2 = D	<1 = F											
Distribution of NP Referral Sources (ideal is 1/3 each from existing or past patients, referral partners, and all other sources both print and electronic marketing)	<33%	33%	>33%													
Distribution of payer types	<15%	15-20%	>20%													
Annual growth of NP, ov, services and collections (% of growth)	small practices >20% = A	medium practices >15% = A	larger practices >10% = A													

Financials																
Fixed Overhead	<30% = A	31-35% = B	36-40% = C	41-45% = D	>45% = F											
Variable Overhead	<30% = A	31-35% = B	36-40% = C	41-45% = D	>45% = E											
Case Average billing (\$2700 is DC average)	<\$2700	>\$2700														
Cost of Routine Overhead	<\$20 = A	\$21-25 = B	\$26-30 = C	\$31-35 = D	>\$35 = F											
Margin for Variable Expense Employees	>25%	20-25% = A	15-19% = B	10-14% = C	<10% = F											
Net-Net Margin for Entire practice/month	>\$20K = A	\$15-19K = B	\$10-14K = C	\$5-9K = D	<\$5K = F											
AR % of average services	<80% = A	76-100% = B	101-125% = C	126-150% = D	>150% = F											
Delinquent AR % of total	<15% = A	15-25% = B	26-35% = C	36-45% = D	>45% = F											

HR/Personnel																
50 full weeks = A																
Attendance																
Turnover per position: admin	<25% = A	25-50% = B	51-75% = C	76-100% = D	>100% = F											

Auxiliary Services																
Utilization of available hours	>80% = A	70-80% = B	60-69% = C	50-59% = D	<50% = F											