

# Billing Activities Template

Use this template to specify the steps in your dental billing process and to schedule each task in the process.

Dental Biller's Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	Claim Submission: Attachments and Clearinghouse rejections				
9-10	Insurance Verification (48 hours out)				
10-11					
11-12	★ Posting: Checks and VCCs	★ Posting: EFTs	★ Posting: Checks and VCCs	★ Posting: EFTs	⚡ Post All Payments
12-1					No Pays/Appeals
1-2	Lunch				
2-3	Insurance Aging Report	Insurance Aging Report	Insurance Aging Report	Insurance Aging Report	Have a great weekend!!!
3-4					
4-5			No pays/Appeals		
Dental Insurance Biller Schedule					

Having a schedule keeps your dental team on task so that nothing slips through the cracks. Everybody knows exactly what to do and when to do it.

Exclusive bonus for buyers of: *Ultimate Guide to Dental Billing & Reporting*



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