

Billing Tasks Schedule

Day	Daily Tasks	Weekly Tasks
Monday	<input type="checkbox"/> Check Billing Email (Amira) <input type="checkbox"/> Check TheraPlatform Billing Portal (Amira) <input type="checkbox"/> More Info Required Claims (Interns) <input type="checkbox"/> Check Unprocessed Claims (Interns) <input type="checkbox"/> Submit Draft Claims (Interns) <input type="checkbox"/> Rejected Claims (Amira) <input type="checkbox"/> Deductible Claims Audit (Amira) <input type="checkbox"/> Incomplete Forms Audit (Interns)	
Tuesday	<input type="checkbox"/> Check Billing Email (Amira) <input type="checkbox"/> Check TheraPlatform Billing Portal (Amira) <input type="checkbox"/> More Info Required Claims (Interns) <input type="checkbox"/> Check Unprocessed Claims (Interns) <input type="checkbox"/> Submit Draft Claims (Interns) <input type="checkbox"/> Rejected Claims (Amira) <input type="checkbox"/> Deductible Claims Audit (Amira) <input type="checkbox"/> Incomplete Forms Audit (Interns)	<input type="checkbox"/> Accepted Outdated Claims Audit
Wednesday	<input type="checkbox"/> Check Billing Email (Amira) <input type="checkbox"/> Check TheraPlatform Billing Portal (Amira) <input type="checkbox"/> More Info Required Claims (Interns) <input type="checkbox"/> Check Unprocessed Claims (Interns)	<input type="checkbox"/> Denied Claims Audit

	<input type="checkbox"/> Submit Draft Claims (Interns) <input type="checkbox"/> Rejected Claims (Amira) <input type="checkbox"/> Deductible Claims Audit (Amira) <input type="checkbox"/> Incomplete Forms Audit (Interns)	
Thursday	<input type="checkbox"/> Check Billing Email (Amira) <input type="checkbox"/> Check TheraPlatform Billing Portal (Amira) <input type="checkbox"/> More Info Required Claims (Interns) <input type="checkbox"/> Check Unprocessed Claims (Interns) <input type="checkbox"/> Submit Draft Claims (Interns) <input type="checkbox"/> Rejected Claims (Amira) <input type="checkbox"/> Deductible Claims Audit (Amira) <input type="checkbox"/> Incomplete Forms Audit (Interns)	<input type="checkbox"/> Collections Audit (TBD)
Friday	<input type="checkbox"/> Check Billing Email (Amira) <input type="checkbox"/> Check TheraPlatform Billing Portal (Amira) <input type="checkbox"/> More Info Required Claims (Interns) <input type="checkbox"/> Check Unprocessed Claims (Interns) <input type="checkbox"/> Submit Draft Claims (Interns) <input type="checkbox"/> Rejected Claims (Amira) <input type="checkbox"/> Deductible Claims Audit (Amira) <input type="checkbox"/> Incomplete Forms Audit (Interns)	