

ED Collection Activity		Sample data provided; typically, monthly sheets are summed to quarterly and annual tracking sheets								
	ED actual		ED potential		Variance from Potential		Daily goal		Goal vs. actual Variance.	
Date	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
mm/dd/yyyy	1	\$20.00	9	\$675.00	8	\$ 655.00	8	\$ 400.00	7	\$ 380.00
mm/dd/yyyy	2	\$125.00	8	\$515.00	6	\$ 390.00	8	\$ 400.00	6	\$ 275.00
mm/dd/yyyy	3	\$145.00	3	\$200.00	0	\$ 55.00	8	\$ 400.00	5	\$ 255.00
mm/dd/yyyy	3	\$160.00	7	\$420.00	4	\$ 260.00	8	\$ 400.00	5	\$ 240.00
mm/dd/yyyy	2	\$100.00	8	\$700.00	6	\$ 600.00	8	\$ 400.00	6	\$ 300.00
mm/dd/yyyy	1	\$50.00	3	\$300.00	2	\$ 250.00	8	\$ 400.00	7	\$ 350.00
mm/dd/yyyy	3	\$150.00	4	\$200.00	1	\$ 50.00	8	\$ 400.00	5	\$ 250.00
mm/dd/yyyy	1	\$50.00	8	\$610.00	7	\$ 560.00	8	\$ 400.00	7	\$ 350.00
mm/dd/yyyy	4	\$130.00	6	\$500.00	2	\$ 370.00	8	\$ 400.00	4	\$ 270.00
mm/dd/yyyy	2	\$125.00	4	\$350.00	2	\$ 225.00	8	\$ 400.00	6	\$ 275.00
mm/dd/yyyy	2	\$110.00	4	\$400.00	2	\$ 290.00	8	\$ 400.00	6	\$ 290.00
mm/dd/yyyy	1	\$100.00	1	\$100.00	0	\$ -	8	\$ 400.00	7	\$ 300.00
mm/dd/yyyy	4	\$350.00	4	\$350.00	0	\$ -	8	\$ 400.00	4	\$ 50.00
mm/dd/yyyy	4	\$285.00	4	\$285.00	0	\$ -	8	\$ 400.00	4	\$ 115.00
mm/dd/yyyy	1	\$20.00	5	\$450.00	4	\$ 430.00	8	\$ 400.00	7	\$ 380.00
mm/dd/yyyy	1	\$50.00	6	\$450.00	5	\$ 400.00	8	\$ 400.00	7	\$ 350.00
mm/dd/yyyy	2	\$100.00	2	\$100.00	0	\$ -	8	\$ 400.00	6	\$ 300.00
mm/dd/yyyy	0	\$0.00	3	\$250.00	3	\$ 250.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	1	\$75.00	1	\$75.00	0	\$ -	8	\$ 400.00	7	\$ 325.00
mm/dd/yyyy	0	\$0.00	2	\$200.00	2	\$ 200.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	3	\$275.00	3	\$275.00	0	\$ -	8	\$ 400.00	5	\$ 125.00
mm/dd/yyyy	1	\$100.00	4	\$235.00	3	\$ 135.00	8	\$ 400.00	7	\$ 300.00
mm/dd/yyyy	0	\$0.00	4	\$375.00	4	\$ 375.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	6	\$475.00	10	\$600.00	4	\$ 125.00	8	\$ 400.00	2	\$ (75.00)
mm/dd/yyyy	0	\$0.00	2	\$100.00	2	\$ 100.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	0	\$0.00	1	\$100.00	1	\$ 100.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	0	\$0.00	3	\$250.00	3	\$ 250.00	8	\$ 400.00	8	\$ 400.00
mm/dd/yyyy	1	\$100.00	1	\$100.00	0	\$ -	8	\$ 400.00	7	\$ 300.00
mm/dd/yyyy	1	\$50.00	3	\$200.00	2	\$ 150.00	8	\$ 400.00	7	\$ 350.00
Note: To record collections by employee, assign a code to identify each employee and add columns to track counts and amounts										
Use decision support or other documentation to identify potential based on payers verified and benefits information										