CASCADIA
MANAGEMENT GROUP

Year-End Practice Management Checklist

This guide outlines essential best practices that every medical practice should incorporate into their annual planning. From conducting a compliance risk assessment and updating licenses to auditing billing practices and assessing technology needs, each step plays a vital role in maintaining a well-run, patient-focused, and financially stable practice. By proactively addressing these elements, practices can safeguard their operations and set a strong foundation for the year ahead.

Here are some key operational and compliance best practices that should be reviewed and performed annually to ensure smooth operations:

☐ **Conduct an annual compliance risk assessment:**
- Review all areas of the practice for potential compliance risks
- Identify any gaps or vulnerabilities in policies and procedures
- Update compliance plan and policies as needed[1][2]

☐ **Review and update all licenses and registrations:**
- Ensure all provider licenses are current
- Verify DEA registrations and state controlled substance licenses are up-to-date
- Check that any facility licenses or certifications are renewed[1][6]

☐ **Perform an operational assessment:**
- Analyze patient flow and identify any bottlenecks or inefficiencies
- Review staffing levels and roles to optimize workflow
- Evaluate scheduling practices and appointment management[1][5]

☐ **Conduct HIPAA security risk analysis:**
- Assess potential risks and vulnerabilities to patient data
- Review access controls and user authentication practices
- Evaluate data backup and disaster recovery procedures[2][3]

☐ **Review billing and coding practices:**
- Audit a sample of claims for proper coding and documentation
- Verify compliance with payer rules and regulations
- Identify any patterns of errors or potential fraud risks[2][4]

☐ **Provide annual compliance and HIPAA training for all staff:**
- Cover key compliance topics and recent regulatory changes
- Review HIPAA privacy and security requirements
- Document all training activities[1][2][3]

☐ **Evaluate technology systems and needs:**
  • Assess EHR system and consider any needed upgrades
  • Review cybersecurity measures and implement improvements
  • Evaluate practice management software and other technologies[5][7]

☐ **Review all vendor and business associate agreements:**
  • Ensure all agreements are current and compliant
  • Verify that business associates have appropriate safeguards in place
  • Update agreements as needed based on any changes[2][3]

☐ **Assess quality improvement initiatives:**
  • Review patient satisfaction data and feedback
  • Evaluate clinical quality measures and outcomes
  • Identify areas for improvement and develop action plans[5][8]

☐ **Conduct financial analysis and budgeting:**
  • Review revenue cycle metrics and identify areas for improvement
  • Analyze expenses and look for cost-saving opportunities
  • Develop budget and financial projections for coming year[4][5]

By performing these annual reviews and assessments, medical practices can ensure they are operating efficiently, maintaining regulatory compliance, and continuously improving their operations and patient care. Regular evaluation of these key areas helps identify potential issues early and allows practices to proactively address them.

Need More Help?

In your pursuit to better outcomes, you don't have to navigate the journey alone. Cascadia Manaagement Group has deep pratice management experience. Together, we'll unlock the full potential of your practice to ensure compliance and drive success. Call or email if you would like to discuss how we can support you.

[1] https://www.patientcalls.com/blog/improving-medical-office-efficiency/
[2] https://billedright.com/blog/compliance-plan-essentials-keeping-your-healthcare-practice-safe/
[3] https://www.danielshealth.com/knowledge-center/best-practices-promote-regulatory-compliance-your-hospital
[4] https://oig.hhs.gov/compliance/physician-education/compliance-programs-for-physicians/
[5] https://medicalcallservice.com/medical-practice-management-tips-for-streamlining-operations/
[6] https://www.kerr-russell.com/consider-these-five-compliance-questions-in-your-medical-practice/
[7] https://joinsymbiosis.com/blog/key-strategies-for-effective-medical-practice-management/
[8] https://www.linkedin.com/pulse/streamlining-medical-practice-operations-comprehensive-guide-efficient-qyaze
[9] https://bigid.com/blog/8-healthcare-compliance-regulations-you-should-know/
[10] https://www.mgma.com/articles/foundational-benchmarks-and-kpis-for-medical-practice-operations-in-2023