

Five Practice Numbers for Your Next Accountant Meeting

Give your accountant a clearer picture before the meeting starts.

For years, too much of my time in advisor meetings went to getting everyone looking at the same numbers. I wanted a simple way to arrive prepared and get to the useful questions sooner.

THE FIVE NUMBERS and the question each one should start

Reporting period (totals)	Snapshot date ("as of")	Source (software / report)		
NUMBER & QUESTION	EXAMPLE (FICTIONAL PRACTICE)	THIS PERIOD / AS OF	COMPARISON	NOTES
1 Gross production What changed compared with the same period last year?	\$112,000 vs \$105,000 Sep vs prior Sep. Discuss: added hygiene day?	_____	Same period last year	_____
2 Recorded collections What changed in the money recorded as collected?	\$104,000 vs \$100,000 Sep vs prior Sep; practice software	_____	Same period last year	_____
3 Outstanding receivables Where are balances building up, and how old are they?	\$68,000 as of Sep 30 \$9,500 of it over 90 days	_____	Earlier saved snapshot, if available	_____
4 Overdue insurance claims Which unpaid claims sent more than 90 days ago need a next step?	\$14,500 as of Sep 30 Unpaid, sent over 90 days ago (22 claims)	_____	Earlier saved snapshot, if available	_____
5 Unscheduled planned treatment What care is still unscheduled, and what needs clarifying or follow-up?	\$42,000 as of Sep 30 vs \$38,000 saved Jun 30; mostly crowns	_____	Earlier saved snapshot, if available	_____

Fictional example: a made-up single-doctor practice. Totals: Sep vs. prior Sep; snapshots as of Sep 30; reviewed at an Oct 1 meeting. Not typical or target results.

Make the numbers understandable. Production and collections are **totals for a reporting period**; compare them with the matching period last year. The other three are **snapshots as of a date**; compare only with an earlier saved snapshot, if you have one.

- Collections here are what the practice software recorded, not verified bank deposits.
- Planned treatment is not guaranteed revenue; it's care that has been recommended and not yet scheduled.
- Overdue claims here means qualifying unpaid claims sent more than 90 days ago. Use the same definition every month.

TURN THE NUMBERS INTO A CONVERSATION

Wins What went well? <i>e.g., Production up; was the added hygiene day a factor?</i> _____ _____	Watch What needs a closer look? <i>e.g., Review the amount over 90 days</i> _____ _____	Questions What do we need to understand? <i>e.g., What's behind the \$14,500 sent over 90 days ago?</i> _____ _____	Next actions What will we do about it? <i>e.g., Review the 10 oldest overdue claims</i> _____ _____
---	--	--	--

LEAVE WITH A NEXT STEP every agreed action gets an owner, a revisit date, and what's still needed

ACTION	OWNER	REVISIT DATE	INFO NEEDED
<i>e.g., Review the 10 oldest overdue claims</i>	<i>Office manager</i>	<i>Revisit Oct 8</i>	<i>Payer status for each claim</i>
_____	_____	____ / ____	_____
_____	_____	____ / ____	_____
_____	_____	____ / ____	_____

This is the kind of owner–advisor conversation I'm building Enamel IQ around. Get a monthly practice story and a useful question for your next meeting: getenameliq.com/newsletter

John