



# DALMOR

MEDICAL ADMINISTRATION  
TRAINING INSTITUTE

## INTRODUCTORY PROGRAMME OVERVIEW

### MONTH-END PROCEDURES

#### **Module 1. Reporting: How to Prepare Your Reports**

- ≡ The Age Analysis
- ≡ Receipts (Payments loaded each month).
- ≡ Transaction Audit Trail Ledgers (current billing).

#### **Module 2. Balancing Month-Ends**

- ≡ The difference between 'Date of Service' and 'Date Posted'.
- ≡ How to balance your Month-End with the Providers Bank Statement
- ≡ Guidelines for Month-Ends that don't balance.
- ≡ The effect of Journals on your Month-End.
- ≡ The importance of keeping track of Journals.

#### **Module 3. Record Closing**

- How Record Closing affects your practice.