TDO Embezzlement Protection Checklist

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Overview

This article provides things to keep in mind to protect yourself from any possible embezzlement.

Detailed Instructions

Make it a requirement for each employee to use a unique login and password. Require users to log off TDO when leaving the desk.	• Administrative > Add/Edit User Names and Pass • Do not overwrite existing users! Click the >* to ac • Use arrows to scroll through existing users to mak
Check your Voided Transactions monthly	• Reports > Financial > Voided Transactions • Look closely at voided payments, especially cash • Reasons are required in new TDO version
Check Financial Audit Trail	• Reports > Financial > Financial Audit Trail • This shows transactions posted to TDO on a date c • Look for credit adjustments, especially “Courtesy’
Ensure your reason codes are current and correct	• From the ledger tab, click credit adjustment or del • Click on the plus sign next to reason • Credit adjustment reasons would include insuranc Delta Contract Adjustment, Aetna Contract Adjus Error, Courtesy, Referring Doctor Staff, Consult C • Debit adjustment reasons would include Patient R Check, Records Charge, etc.
Know what types of adjustments are being done in your office	• Reports > Financial > Breakdown Snapshot • Click to select date range, click dial next to adjust
Ensure patients seen have been billed out daily	• Reports > Financial > Reports by Date > Daily • Daily Summary Report will show all patients with appointments today • If a patient was scheduled and had no financial act see if this was in error or appropriate
Check your Snapshot report	• Reports > Financial > Snapshot • This report will give you total production (all char production minus credit adjustments), credit adjus courtesy), total receipts (all monies collected), adj minus debit adjustments), and debit adjustments (charges) • Double click any of these numbers to get detailed generated. You can double click on the credit adju was given a write off and for what reason
Ask Questions!	• If you see a void or an adjustment that you have q them know that you are keeping an eye on things a an “easy mark”. Keep an open conversation with y