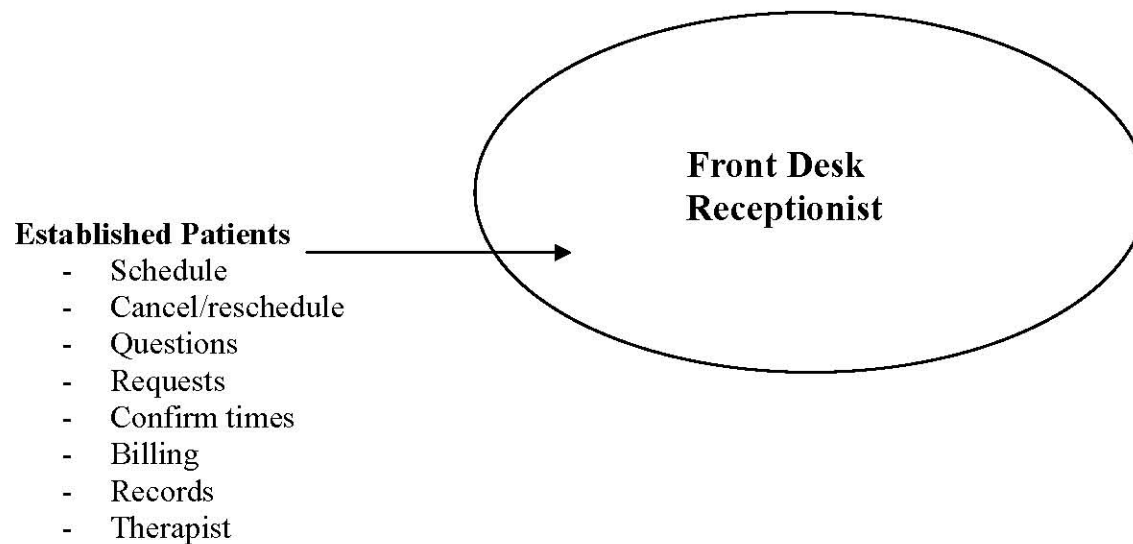


## Telephone calls - **IDEAL** PRACTICE



Does not include: Greeting patients, intaking patients, collecting copays, notifying therapists, preparing charts, writing receipts, faxing reports, organizing incoming faxes, answering questions

Does not include: Scheduling, rescheduling, canceling patients

Does not include: Billing, closing register, calculating, depositing

Does not include: Supply ordering, cleaning, and data entry.