

TASK	DESCRIPTION	OWNER	POLICY REVIEW	POLICY UPDATED	SYSTEM IMPACT	SYSTEM UPDATED	EDUCATION REQUIRED	EDUCATION COMPLETED	OTHER NOTES
Set the Deadline for CY 2020 Charge Entry	To stay on track with all the items required not only at the end of the month but to support your end of year close and reporting process as well be sure to set a deadline for all yearly charge entry – communicate this deadline and stick to it. Be sure that departments know the impact of not meeting this deadline.		X		X		X		
Set deadline to complete CY2020 accounts coding	It's always a good idea to end the year as clean as possible and begin the new year for a good point – work with your provider community and your coders to finalize as much of the year's activity as possible by defined dates – communicate these deadlines and set consequences if not met.		X		X		X		
Set deadline to complete CY2020 Provider Deficiencies/Signatures	Run your provider deficiency reports, communicate to the provider community when they should have all documentation completed, and orders reviewed and signed. communicate these deadlines and set consequences if not met.		X		X		X		
Complete Inventory - Main Stock Room as well as all Ancillary Stock rooms. Dispose of outdated supplies/equipment	To assure you go into 2021 knowing what you have in inventory and that your assets reports are accurate you should complete a physical inventory of all areas where supplies and equipment are stored. Even those desk drawers. Many supplies also have an expiration date, these should be checked and a process for disposing of outdated supplies defined and followed.		X		X		X		
Complete Inventory - Pharmacy. Dispose/return outdated/discontinued drugs	As with your supplies, it is necessary to validate the counts on your drug inventory as well as assure that you don't have any expired or discontinued drugs on the shelf.		X		X		X		
Check that all licenses and board certifications are up to date	Review the license expirations for all your care providers, makes sure that everyone has the most current valid licenses and certifications to complete the jobs assigned		X		X		X		

Schedule recurring meetings (PAC, MEC, CAB)	Get those important recurring meetings on everyone's calendar early - this will help assure that they attend and can better manage their calendars as well						X		
Close months	Be sure that you've properly reconciled and closed all the CY2020 months in your accounting system		X		X		X		
Close year	Once you've completed all the reconciliation, inventory, charge entry, etc. Close the year in your accounting system.		X		X		X		
Make sure to reconcile all year PO's	Along with the inventory, it is a good idea to go through the outstanding Purchase Orders and determine if they were received and not updated in the system or are still outstanding and how they will be handled when receiving in CY2021.		X		X		X		
Set up and create all accounts and items necessary to support CY2021 in Accounting System	Regardless of what budgeting system you utilize you will need to set up parameters, create accounts, and other items in your accounting software to support CY2021, getting this completed as soon as possible will make the transition smoother. Since in most cases the CY2020 year-end close will fall over into CY2021, be sure to educate your user on where the correct information should be filed to help close 2020 and begin reporting on 2021.				X		X		
Fiscal Year Creation (if on calendar year)	Create a new fiscal year in the system contingent being based on the calendar year.				X				
1099 Procedures	Review your current policy and procedure for 1099 Processing make and communicate necessary updates so that you don't miss critical deadlines. Coordinate distribution process including electronic and paper. Order necessary forms for paper distribution.				X		X		
Payroll/Personnel	Many items will need to be updated, closed, or created to support your Payroll and Personnel applications - the quicker you define that list and define what needs to be done to close 2020 and what needs to be done for CY2021 the smoother the process will be.				X		X		
Affordable Care Act (ACA) Procedures (1095-C)	If applicable define when this report will be created and submitted.				X		X		

EEO-1 Reporting	If applicable define when this report will be created and submitted				X		X		
W-2 Procedures	Review your current policy and procedure for W-2 Processing make and communicate necessary updates so that you don't miss critical deadlines. Coordinate distribution process including electronic and paper. Order necessary forms for paper distribution.				X		X		
W-4 Form and Federal Income Tax	Review your current policy and procedure for W-2 Processing make and communicate necessary updates so that you don't miss a critical deadline				X		X		
Create Payroll Periods for the new year	Create all the Payroll periods necessary in your Payroll/Time-tracking system. This will allow you to go through the year without missing any.		X		X		X		
Update payroll tax rates	Make necessary updates to payroll tax tables.				X				
Update benefit withholding values	Make necessary updates to benefit withholding amounts.				X				
Validate benefit elections	Review benefit elections to ensure accuracy and completeness.				X				
Update Pricing	The beginning of the year is always a good time to review your charge schedule, prepare and update the pricing in your EHR. You may have also renegotiated pricing with an insurance carrier and/or other contract and will want to be sure that the system reflects those new values.		X		X		X		
Update Codes	CMS and the AMA tend to release an update for ICD-10, HCPCS, and CPT codes at the end of the year either adding new codes or making existing codes inactive, it is important to be sure that you have the most updated files loaded and ready for use on their effective dates.		X		X		X		
Update Dictionaries to reflect new /old codes	Other key values also may get updated or deactivated during this time – be sure to review released information regarding your claim form values, value mapping, and other codes that are used for claims submission and/or reporting purposes.				X		X		

JCAHO 2021 Patient Safety Goals	There will be many regulatory items you'll want to review and assure you can support during the year. Patient Safety goals is just one that should be reviewed, updated, and communicated to your staff, especially if there are items you need to work on or improve.		X		X		X		
Define your Regulatory Reporting Calendar	Review all the required regulatory reporting requirements and define a calendar when your facility needs to meet and submit reporting. This will prevent things from falling through the cracks		X				X		
User Access Audit	Complete an audit of all user access for your different applications, systems, and even areas of the facility. Be sure that resources that have left the facility do not have access to systems or areas that they should not. As well, validate that users access is appropriate for their current job.		X		X		X		
Validate all users have completed the required CY2020 Education / Training	Review the completion logs for all the required trainings - Code of Conduct etc. - be sure that all the required employees have completed what is required for CY2020. If not make plans for them to complete these requirements		X				X		
Schedule CY2021 required Education / Training	Schedule the required trainings for CY2021 and communicate to the resources needing to complete the classes. This will give them ample opportunity to complete as soon as possible within the year.		X				X		
Update signatures on CSA's	Review your policy on your Confidentiality & Security Agreement. Are new signatures required? If so, initiate the process to get this completed.		X				X		
CMS incentive Program Participation	Review any CMS Incentive Programs you participate with, will you continue to participate, look at what you did in CY2020 and how successful that was or wasn't, make necessary adjustments and communicate to the appropriate stakeholders.		X		X		X		
Time-sensitive reports	Ensure that time-sensitive reports based on specific events or dates are created. For example, AR snapshot at end of calendar year.				X				
Review IT services contracts	Review IT services related contracts to monitor possible price changes, service changes, and compliance requirements.		X		X				