

## Sample billing office incentive plan

*Cost: \$800 per year per billing office employee*

A. Every quarter, there is \$100 available for individual performance. \$100 is awarded for:

1. Days in A/R better than 55 (Please note that there may be some variance depending on the specialty and/or payer)
2. Percent of A/R over 120 days less than 10% (Again, perhaps some variance)
3. In review of 10 sample accounts pulled at random, 100% have been appropriately worked and notes have been made to that effect.
4. No unplanned absences during the quarter.

B. Every quarter, another \$100 is available for team performance, measured by:

1. Days in A/R better than 55
2. Percent of A/R over 120 days less than 10%
3. Cash collections better than \$500,000 (depending, obviously, on your group)