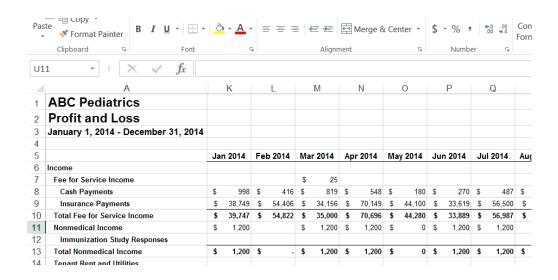


In order to complete a proper financial assessment of your practice, there are certain pieces of information we need sent to us for review. We are usually provided access to the Practice Management system and provided copies of various pieces of information as outlined below. We possess a wealth of experience helping clients obtain the information needed, so please do not hesitate to reach out to us if you need assistance finding the information we are requesting.

#### 1. Practice Cost Information

Normally practices provide us (in Excel format) a report detailing the total amount spent, by month, in each of the expense categories for the past 36 months. Here is a sample of what we are looking to receive:



### 2. Balance Sheet

We will also need a copy of your Balance Sheet from your accounts payable system as of the last day of the most recent month AND as of December 31<sup>st</sup> of the most recent calendar year.

Usually the practice accountant can get this information quickly and without difficulty. PMI does have a variety web conferencing tools available to assist clients in obtaining this information as needed. Please do not hesitate to let us know if you need assistance.

## 3. Detailed List of Physician Compensation for Previous Year

			Reimbursed	Retirement Match	
		Total	Expenses Paid by the	Paid by Practice (Do	
		Bonus(es)	Practice (Car, cell	not include personal	Owner in
Physician Name	Base Salary	Paid	phone, etc)	contributions made)	Practice?
Physician 1	\$165,000	\$65,000	\$15,000	\$12,000	Yes
Physician 2	\$175,000	\$0	\$6,000	\$5,000	No
Physician 3	\$150,000	\$20,000	\$6,000	\$5,000	No
Total	\$490,000	\$85,000	\$27,000	\$22,000	_

Please provide a summary like the grid above showing total compensation for each provider in the previous calendar year.

### 4. Accounts Receivable Aging Report by Insurance Carrier

Please provide an Accounts Receivable aging report from your billing system. Below is an abbreviated sample of what we will need for illustration purposes. PMI is accustomed to different layouts depending on the billing system used, so feel free to send whatever your system generates.

	0-30	31-60	61-90	91-120	>120	
<b>Insurance Category</b>	Days	Days	Days	Days	Days	Total
Personal/No						
Insurance	\$11,000	\$16,000	\$15,000	\$6,000	\$167,000	\$215,000
Other	\$4,000	\$4,000	\$1,000	\$0	\$1,000	\$10,000
Medicaid	\$6,000	\$4,000	\$1,000	\$1,000	\$3,000	\$15,000
Aetna	\$48,000	\$5,000	\$1,000	\$1,000	\$2,000	\$57,000
BCBS	\$39,000	\$4,000	\$2,000	\$0	\$12,000	\$57,000
Cigna	\$24,000	\$5,000	\$3,000	\$1,000	\$0	\$33,000
United HealthCare	\$31,000	\$1,000	\$2,000	\$1,000	\$5,000	\$40,000
HMO/Blue	\$3,000	\$1,000	\$1,000	\$0	\$1,000	\$6,000
TriCare	\$23,000	\$1,000	\$1,000	\$0	\$1,000	\$26,000
Humana	\$3,000	\$0	\$0	\$0	\$1,000	\$4,000
Total	\$192,000	\$41,000	\$27,000	\$10,000	\$193,000	\$463,000

# 5. Total Charges & Payments

Total charges and payments for the past 12 months.

If you have any questions, please email us at <a href="Paul@PediatricSupport.com">Paul@PediatricSupport.com</a> and we will be happy to offer any help you need.