CMG COMMUNITY MEDICAL GROUP

BUSINESS STRATEGIES FOR MAXIMIZING CASH

Below are a series of suggestions to help you prepare and manage a potential temporary drop in revenue:

	Short Term	Long Term
Maximize Revenue	• Collect co-pays at time of service • Drop claims as quickly as possible • Maximize appropriate coding opportunities • Identify patients due for visits to fill schedule • Perform all services possible for patients seen in your office (AWV, Screenings, vaccines, etc.) • Actively manage accounts receivable (open balances more than 30, 60, 90 days overdue); consider collections agency and write-offs • Consider adding tele-health capabilities • Keep referrals in network	• Ensure your charges are equal or greater than the highest payer negotiated payment

	Short Term	Long Term
Explore Credit Sources	• Use existing line of credit to obtain cash • Slow the payment of invoices where possible (from 30 to 90 days?) • If you have business interruption insurance check for coverage	• Establish new line of credit with your local bankers, or other sources • Can any of your supplies/equipment be changed to a consignment basis? • Consider small business loan through federal government program

	Short Term	Long Term
Manage Expenses	• Delay salary raises • Delay/Reduce bonus draws/payments • Minimize cash tied up in inventory (Vaccines, etc.) • Carefully time ordering based on CURRENT/expected usage (assuming vendors are maintaining stock and provide timely deliveries) • Re-use items if appropriate • Limit reimbursed travel • Defer maintenance/replacement on office equipment/facilities • Eliminate overtime hours • Reduce staff hours/Furlough non-critical employees • Reduce hours open to equal demand for visits • Temporarily reduce wages (voluntary/involuntary)	• Automate work processes to reduce staffing as possible (evaluate 'return on investment') • Do you have an efficient work-flow for Rx refills? • Evaluate lease vs. buy options for equipment/space (pay attention to timing of renewals)