**Tool: Template for a Physician Practice Action Plan**

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practice Financial Realities**

Enter the appropriate net one income/loss from the practice financial statements on a monthly basis.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Average—Net One Income/Loss** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Month—Net One Income/Loss** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Month—Practice Ambulatory Encounters** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Month—Practice Work RVUs** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |

Note: RVU = relative value unit.

**Revenue Enhancement Strategies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tactics** | **Person Responsible** | **Projected Completion Date** | **Actual Completion Date** | **$ Amount Change** |
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**Total Practice Net Revenue**

Enter the appropriate net revenue from the practice financial statements on a monthly basis.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Average—Net Revenue** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Month—Net Revenue** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Expense Reduction Strategies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tactics** | **Person Responsible** | **Projected Completion Date** | **Actual Completion Date** | **$ Amount Change** |
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**Total Practice Net One Expense**

Enter the appropriate net one expense from the practice financial statements on a monthly basis.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Average—Net One Expense** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Month—Net One Expense** | | | | | | | | | | | |
| Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Qualitative Issues and Tactics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Area** | **Person Responsible** | **Completion Date** | **Actual Completion Date** | **Notes/Remarks** |
| **Operations** |  |  |  |  |
| **Retail Readiness and Customer Service** |  |  |  |  |
| **Human Resources (Provider and Staff)** |  |  |  |  |
| **Clinical Quality, Regulatory, and Compliance** |  |  |  |  |
| **Information System** |  |  |  |  |
| **Other** |  |  |  |  |

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