

## Measuring Your Vulnerability Index<sup>©</sup>

<input type="radio"/> YES <input type="radio"/> NO	1. Do you review the practice management software (PMS) & QuickBooks (or equivalent) "Audit Trail" for deletions and other issues?
<input type="radio"/> YES <input type="radio"/> NO	2. Do you change all practice passwords and access levels at least every six months? <b>FREEBIE:</b> Are password and access levels protected so only the doctor can change?
<input type="radio"/> YES <input type="radio"/> NO	3. Do you cross-train your front office and clinical team members?
<input type="radio"/> YES <input type="radio"/> NO	4. Does your office manager have a private office with a door lock? <b>FREEBIE:</b> Do you have keys to all locks?
<input type="radio"/> YES <input type="radio"/> NO	5. Do you include background checks, random drug testing, and random credit checks in your hiring process? <b>NOTE:</b> Ask HR and/or attorney if your state allows. Some states have changed their law recently.
<input type="radio"/> YES <input type="radio"/> NO	6. Do you DO the final interview(s) and final hiring and/or dismissal decision for all team members?
<input type="radio"/> YES <input type="radio"/> NO	7. Do you review the team member manual and job descriptions annually, revise if necessary, and train on changes?
<input type="radio"/> YES <input type="radio"/> NO	8. Do you obtain a signed acknowledgement sheet from each team member that they have read and understand your team member manual and their position?
<input type="radio"/> YES <input type="radio"/> NO	9. Does your team member manual contain a cybercrime policy and procedure?
<input type="radio"/> YES <input type="radio"/> NO	10. Does your team member manual contain a USB flash drive (stick drive) policy and procedure? <b>NOTE:</b> Insurance is available for ID theft, and cybercrime.
<input type="radio"/> YES <input type="radio"/> NO	11. Is your practice insured with a fidelity bond — also called team member dishonesty coverage? <b>NOTE:</b> Must have — no debate!
<input type="radio"/> YES <input type="radio"/> NO	12. Do you have a written policy for handling "refunds" and do you enforce it?
<input type="radio"/> YES <input type="radio"/> NO	13. Do you have a written policy for handling "discounts" and do you enforce it?
<input type="radio"/> YES <input type="radio"/> NO	14. Do you have a written policy for "financial arrangements" and ensure it is used consistently?
<input type="radio"/> YES <input type="radio"/> NO	15. Do you have a written policy for handling "write-offs" and do you enforce it?
<input type="radio"/> YES <input type="radio"/> NO	16. Do you have a written policy for "dishonesty" in your team member manual and enforce it?
<input type="radio"/> YES <input type="radio"/> NO	17. Do you review "end of day" PMS production and collection reports on the same business day?
<input type="radio"/> YES <input type="radio"/> NO	18. Do you let team members take care of your personal business? Your practice bank account?
<input type="radio"/> YES <input type="radio"/> NO	19. Do you personally review your practice bank statement(s) each month? <b>FREEBIE:</b> Are you the only signature on the account?
<input type="radio"/> YES <input type="radio"/> NO	20. Would you prosecute a team member(s) for fraud, embezzlement, waste, abuse and/or other crimes?
<b>SCORE:</b> _____	Write the total number of "YES" answers in the box to the left to find your score: 20-15 Probably OK 14-10 You need to consider a thorough review <10 You may have serious issues



**If you're concerned you may have a WEASEL in your practice, we encourage you to call us for a FREE no obligation 30 minute consultation at 210.241.6329.**