

BACO Client Accountant Prep Checklist

Items to gather before your accounting appointment

Income & Revenue

- Patient billing records and collections reports
- Insurance reimbursement statements (EOBs)
- 1099s received from insurance companies
 - AFL
 - Devoted
 - HSMG
 - MDX
 - Tricare
 - UHC
 - Alohacare
 - Evernorth
 - HMWG
 - Medicare
 - VA
 - Cigna
 - HMSA
 - Kaiser
 - Ohana
 - UHA
- Cash and co-pay logs
- Other income (consulting, expert witness fees, rental income)

Expenses

- Medical supplies and pharmaceutical receipts
- Medical billing expenses (billing service fees, clearinghouse fees, billing software)
- Equipment purchases and lease agreements
- Office rent and utilities
- Malpractice insurance premiums
- Professional liability and general business insurance
- Continuing medical education (CME) costs
- Licensing and board certification fees
- Professional memberships and subscriptions

Payroll & Staff

- Payroll records and tax filings (941s, W-2s, W-3s)
- 1099-NECs for contractors
- Employee benefits and retirement plan contributions
- Health insurance premiums paid

Banking & Financial

- Bank and credit card statements (all business accounts)
- Loan statements and interest paid
- Merchant and credit card processing statements

Tax & Legal

- Prior year tax return
- Estimated tax payments made
- Business entity documents (if changed)
- Vehicle mileage log (if applicable)
- Home office expenses (if applicable)

Assets

- Fixed asset additions and disposals (equipment, furniture)
- Depreciation schedules



BACO Client Accountant Prep Checklist

Items to gather before your accounting appointment

Income & Revenue

- Patient billing records and collections reports
- Insurance reimbursement statements (EOBs)
- 1099s received from insurance companies
- Cash and co-pay logs
- Other income (consulting, expert witness fees, rental income)

<input type="checkbox"/> AFL	<input type="checkbox"/> Alohacare	<input type="checkbox"/> Cigna	<input type="checkbox"/> Devoted
<input type="checkbox"/> Evernorth	<input type="checkbox"/> HMSA	<input type="checkbox"/> HSMG	<input type="checkbox"/> HMWG
<input type="checkbox"/> Kaiser	<input type="checkbox"/> MDX	<input type="checkbox"/> Medicare	<input type="checkbox"/> Ohana
<input type="checkbox"/> Tricare	<input type="checkbox"/> VA	<input type="checkbox"/> UHA	<input type="checkbox"/> UHC

Expenses

- Medical supplies and pharmaceutical receipts
- Medical billing expenses (billing service fees, clearinghouse fees, billing software)
- Equipment purchases and lease agreements
- Office rent and utilities
- Malpractice insurance premiums
- Professional liability and general business insurance
- Continuing medical education (CME) costs
- Licensing and board certification fees
- Professional memberships and subscriptions

Payroll & Staff

- Payroll records and tax filings (941s, W-2s, W-3s)
- 1099-NECs for contractors
- Employee benefits and retirement plan contributions
- Health insurance premiums paid

Banking & Financial

- Bank and credit card statements (all business accounts)
- Loan statements and interest paid
- Merchant and credit card processing statements

Assets

- Fixed asset additions and disposals (equipment, furniture)
- Depreciation schedules

Tax & Legal

- Prior year tax return
- Estimated tax payments made
- Business entity documents (if changed)
- Vehicle mileage log (if applicable)
- Home office expenses (if applicable)



Medical Provider Accountant Prep Checklist

Items to gather before your accounting appointment

Income & Revenue

- Patient billing records and collections reports
- Insurance reimbursement statements (EOBs)
- 1099s received from insurance companies
- Cash and co-pay logs
- Other income (consulting, expert witness fees, rental income)

Payroll & Staff

- Payroll records and tax filings (941s, W-2s, W-3s)
- 1099-NECs for contractors
- Employee benefits and retirement plan contributions
- Health insurance premiums paid

Assets

- Fixed asset additions and disposals (equipment, furniture)
- Depreciation schedules

Expenses

- Medical supplies and pharmaceutical receipts
- Medical billing expenses (billing service fees, clearinghouse fees, billing software)
- Equipment purchases and lease agreements
- Office rent and utilities
- Malpractice insurance premiums
- Professional liability and general business insurance
- Continuing medical education (CME) costs
- Licensing and board certification fees
- Professional memberships and subscriptions

Banking & Financial

- Bank and credit card statements (all business accounts)
- Loan statements and interest paid
- Merchant and credit card processing statements

Tax & Legal

- Prior year tax return
- Estimated tax payments made
- Business entity documents (if changed)
- Vehicle mileage log (if applicable)
- Home office expenses (if applicable)

Medical Provider Accountant Prep Checklist

Items to gather before your accounting appointment

Income & Revenue

- Patient billing records and collections reports
- Insurance reimbursement statements (EOBs)
- 1099s received from insurance companies
- Cash and co-pay logs
- Other income (consulting, expert witness fees, rental income)

Expenses

- Medical supplies and pharmaceutical receipts
- Medical billing expenses (billing service fees, clearinghouse fees, billing software)
- Equipment purchases and lease agreements
- Office rent and utilities
- Malpractice insurance premiums
- Professional liability and general business insurance
- Continuing medical education (CME) costs
- Licensing and board certification fees
- Professional memberships and subscriptions

Payroll & Staff

- Payroll records and tax filings (941s, W-2s, W-3s)
- 1099-NECs for contractors
- Employee benefits and retirement plan contributions
- Health insurance premiums paid

Banking & Financial

- Bank and credit card statements (all business accounts)
- Loan statements and interest paid
- Merchant and credit card processing statements

Tax & Legal

- Prior year tax return
- Estimated tax payments made
- Business entity documents (if changed)
- Vehicle mileage log (if applicable)
- Home office expenses (if applicable)

Assets

- Fixed asset additions and disposals (equipment, furniture)
- Depreciation schedules