

2025 Administrative Wrap-up Checklist

This is not a complete list of administrative items to check on, but it can point you in the right direction. I would delegate most of this to your manager, accountant, bookkeeper, and billing and collections department.

FINANCIAL & TAX

1. **Meet with accountant** - Schedule year-end tax planning meeting and general financial review. You can use this list on some of the items to check with them.
2. **Accountant Investment advisor** – Schedule a meeting early January for planning 2026.
3. **Meet with manager or bookkeeper** to ensure that:
 - **Financial reports are reviewed and scanned for anomalies** - Check production, collections, adjustments, write-offs; look for unusual patterns or missed opportunities
 - **All accounts** are reconciled - Bank statements, credit cards, merchant services must all balance
4. **Make strategic purchases** - Equipment or supply purchases before 12/31 for tax deductions

CREDENTIALING & LICENSING

1. **Review CAQH ProView Profile** - Must be current.
2. **Verify license status.** Verify you are on track with continuing education requirements prior to license renewal
3. **Update NPI registry if needed** - Ensure all practice information is current
4. **Review all credentials and check for upcoming expirations** - Scan malpractice insurance, DEA, CPR, state licenses, Medicare PECOS; identify anything that might have expired or will soon.

EMPLOYEE MANAGEMENT

1. **Conduct year-end performance reviews** - Review 2025 performance and discuss compensation
2. **Verify payroll tax compliance** - Confirm all quarterly filings are complete; prepare for W-2s (due January 31)
3. **Complete required staff training** - HIPAA (annual), OSHA if applicable, document completion
4. **Review PTO balances and rollover policy** - Communicate balances.
5. **Check employee files for missing documentation** - Look for incomplete I-9s, outdated emergency contacts, missing certifications, or training gaps

INSURANCE & PATIENT ACCOUNTS

Meet with manager and Billing and Collections Department.

1. **Confirm active network status with all payers** - Contact each insurance company; verify contracts for 2026.

2. **Review fee schedules for 2026** - Check for payer updates effective January 1.
3. **Verify current insurance information on file** - Especially for patients with January renewals
4. **Check what else needs to be reviewed that might otherwise be overlooked.**

COMPLIANCE & OPERATIONS

1. **Complete annual HIPAA risk assessment** - Required under Security Rule; document it
2. **Verify all Business Associate Agreements current** - EHR vendor, billing company, shredding, etc.
3. **Review OSHA compliance** - Exposure Control Plan updated, hazard communication current, injury log reviewed.
4. **Test EHR backup and disaster recovery** - When's the last time you actually tested a restore?
5. **Walk through the office with fresh eyes** - Look for expired fire extinguishers, outdated posters, broken equipment, security vulnerabilities, or compliance issues hiding in plain sight
6. **Training:** Medicare Part C Fraud, Waste, and Abuse Training.

BUSINESS ENTITY & LEGAL

1. **File (Wisconsin) Annual Report** - Due end of quarter of anniversary month (check DFI website)
2. **Verify business licenses current** - City/county business license, seller's permit if applicable
3. **Confirm malpractice insurance for 2026** - Verify coverage amounts, update certificates to CAQH
4. **Review Workers' Comp policy** - Ensure current and adequate for 2026
5. **Check corporate documents and registrations** - Review registered agent info, DBA filings, any permits or certifications that may have lapsed

Pro tip: Block 2-3 hours in mid-December to work through this list. Delegate sections to your office manager or billing staff. What doesn't get done by December 20th probably won't get done until late January