

## MONTHLY TASK LIST BY DATE

Date	Task	Person Responsible
1/2	1. Submit Month-end 2. Submit Petty cash Claim 4. Submit Saturday work duty Roster to Head Office	
3	Print Age Analysis and start working through it	
4	Phone debtors/med aids regarding outstanding monies	
5	Send Px reminders by sms	
6	Follow-up on Jobs not collected	
7		
8	Phone debtors/med aids regarding outstanding monies	
9	Check Back-up system to be in order	
10		
12	Phone debtors/med aids regarding outstanding monies	
13	Check expiry date on Contact Lens solutions	
14		
15	Feedback on outstanding debtors to Head Office	
16		
17		
18	Follow up on all e-mail requests from Head Office	
19	Send all documentation to Head Office regarding debtors	
20		
21		
22	Follow-up on Jobs not collected	
23		
24		
25	Check Back-up system to be in order	
26		
27		
28	Do spot-check on Petty cash	
29		
30		
31	Send all receipting to Head Office to be done before month end	

## DAILY TASK LIST

Task	Responsible Person
<ol style="list-style-type: none"> <li>1. Check and Sign off Day-end</li> <li>2. Check and Sign off Banking</li> <li>3. Check and Sign off attendance register</li> <li>4. Check Monthly Task List and delegate responsibilities</li> <li>5. Check Lab Pricing against orders</li> <li>6. Make Legend Book (Internal Marketing) phone calls</li> <li>7. Follow up on staff meeting action list</li> <li>8. Check email</li> <li>9. Send m/aid claims via QEDI and Health Bridge</li> <li>10. Send Px reminders via sms to pay account, fetch glasses or appointment reminder</li> </ol>	