

Checking and Credit Card Tactics to Make Embezzlement More Difficult

- Eliminate use of a signature stamp
- Destroy any old signature stamps (do not delegate this task)
- Control access to checks and credit cards (middle numbered checks are often targeted for use to avoid detection)
- Ensure every check has attached invoice that is clearly marked "PAID" once this has been done
- Require 2 signatures for checks
- Require documentation of reason for any refunds
- Spot check charts for refunds to people you do not recognize
- Check with banks for look-alike accounts
- Limit access to corporate credit cards (and numbers)

Visit www.SmartBusinessGreatMedicine.com to learn more about minding the money in your medical practice!