EP.7   Overcoming Organizational Obstacles - Part 2

Streamlining and Organizing Your Office for Efficiency
Overcoming the "I don't have time" barrier.

Do the math: how much time is wasted going to find something?
Every "It only takes a minute" adds up. Following this will create time!

Hygiene Bootcamp Bonus: Use Michelle's article and tracking sheets for examples

Top Priorities:

3. Patient Preparation
1. Use a standard sheet for everyone
2. Does not have to be YOUR patient you prep for
    a. Ex: full time or part time, someone did the prep for you
3. Prep the day BEFORE
    a. In-between appointments or during open time
4. Look for:
    a. Name
    b. Doctor they are seeing today
    c. Doctors they have seen in the past
    d. Previous blood pressure
    e. X-rays
    f. Oral cancer screening-
    g. Perio Charting
    h. Fluoride
    i. Products they have been offered/purchased in the past
    j. Medical history
    k. Additional notes: outstanding treatment
        i. Same day dentistry opportunity?

4. Patient Appointments
Making every appointment flow as efficient as possible.
1. Do this as a team! Bring different perspectives
2. Start with your most common appointment types
3. Break down every step of the appointment
    a. Track where your time is being spent
    b. How can you multitask?
        i. Discuss Medical History at the same time the BP is being taken
            while you are pulling up their charts in an intentional order
        ii. When do you make your first call for the doctor?
        iii. Hand offs to the doctor
4. Must follow your standard of care
    a. Don't strip away the patient's experience when developing
    b. Do not skip the 4 minute rule
5. Use kits
    a. Looks cleaner and has everything together ready to go
    b. Make sure you have the instruments that everyone uses
    c. Create the perfect kit everyone agrees on

**This is a continuous improvement project that will take up to 6 months to
complete! Give yourselves time and it will be worth it!**

PODCAST NOTES

HYGIENE PROFIT LEADERS