

Creating and keeping the perfect schedule is applicable for ANY office.

What is a perfect schedule in hygiene?

The day flows well, but more importantly, you also hit your goal for the day.

Hitting the goal for the day is how we measure success.

Don't have a goal for the day? Talk with your doctor.

Being Proactive Controlling Your Schedule:

- Look at how the schedule is being put together.
 - Is there a strategy?
- Is there time reserved for revenue producing procedures? Or is that time taken up by other appointments that don't produce as much?
 - Ex: Blocking time for New Patients and Perio Patients
- Be strategic and intentional when scheduling their next visit, otherwise you will end up with child prophylaxis all day.
 - If you are not pre-appointing your patients in the treatment suite, this is something you want to start doing. This is how you build and control your perfect schedule!
- Morning huddle chart review:
 - o Prepare the day before
 - o What are their needs today?
 - o What have they had done in the past?
 - o What needs to be scheduled in the future? Are they on or off track for their Recare visits? Could they need additional treatment if they are overdue?
 - o Understanding the special things about them to personalize the visit.
 - o What type of adjunct services did you present last time?
 - Did they get fluoride last time? Do they need x-rays?
 - o How do we bring this information to our Morning Huddle to maximize our schedule today and close our gap?
 - o Do we need to check benefits with our insurance coordinator, so we are ready for same day?
 - o Do we have an opportunity for a cross over?
- Make sure you are tracking, so you know when to celebrate, and you're motivated to continue!