

ASSISTANT: NON-PATIENT TIME

HOW TO BE PRODUCTIVE

Remember – each office is different! Our documents are intended as suggestions and guidelines only and can be used as a starting point for conversation and your own system development.

DAILY

- Clean lines for suction and air water syringe
- Sit in the patient chair and look at the operatory and see what needs to be cleaned/fixed/updated from the patient's perspective
- Sterilization
- Stock rooms, burs etc.
- Replace the suction filters
- Check inventory and order as necessary
- Review schedule and chart prep
- Clear out isolite lines
- Scan models into CAD/CAM to free up space
- Check lab case status
- Any needed training for other dental assistants/floaters
- Take out garbage

JUMP IN

- Call patients with outstanding treatment that has not been scheduled
- Recare calls/cards/emails for hygiene
- Assist the hygiene team
- Help perio chart
- Make goodie bags
- Laundry
- Cross train with front desk
- Post op care follow up calls

WEEK/ MONTH

- Educate yourself, watch videos
- Make fun/informative videos for your office's social media
- Document dental procedures and dental assistant processes
- Help log cases and review lab expense trends
- Create and update informational handouts
- Create a picture log of instruments and setups for training purposes
- Make a list of all daily, weekly, monthly responsibilities
- Update training manuals