

# FRONT OFFICE Rocks®

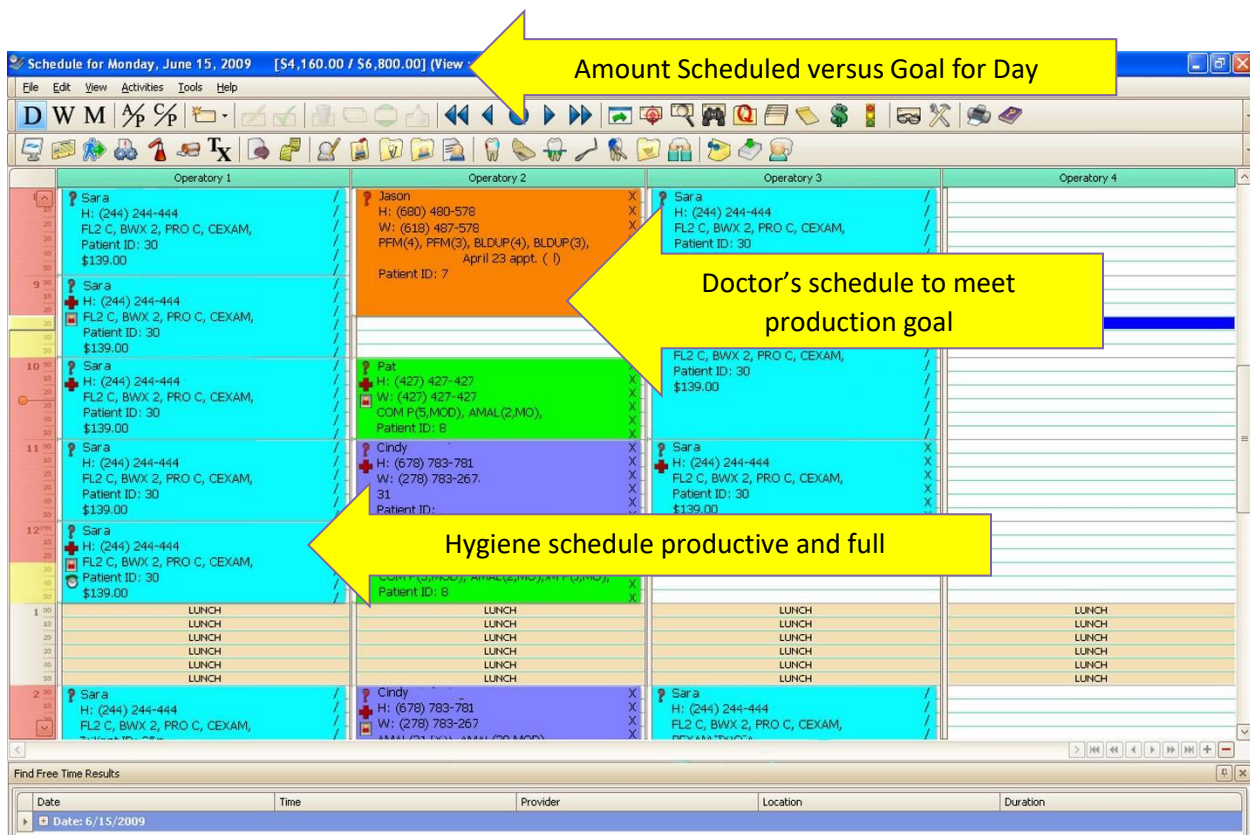
The Leader in Dental Front Office Solutions & Training

## Doctor Schedule versus Hygiene Schedule

Understanding how to schedule and what the goal is when putting together a productive schedule is the most important aspect of the scheduler role. Each dental office is different, so it is important to find out what your office policy is when it comes to scheduling. Front Office Rocks suggests that when learning how to schedule, you need to look at it from two different perspectives: The doctor's schedule and the hygiene schedule (if you have both to fill).

**Doctor's schedule:** Should be scheduled for production, meaning no matter how long the appointments are or if the entire day is filled from open to close – it is more important that the production goal is met for the doctor. Is the doctor scheduled enough production for that day?

**Hygiene schedule:** Though the hygienist should be productive, it is also important to keep the hygienist full the entire day. Meaning when filling the hygienist schedule, not only should you be looking to make sure they are schedule to their production goal but also that there are no holes or openings in their schedule if possible.



**NOTES – What is your office daily scheduling goal?**