

MORNING HUDDLE AGENDA

Review of Previous Day

Production: _____ **Collections:** _____ **New Pts Scheduled:** _____

SCHEDULED PRODUCTION FOR TODAY: _____

Make notes on printed schedule – Review Both **Hygiene and Doctor Patients**

- Notes in Appt? What Procedure
- Concerns to get work done in allotted time?
- Outstanding treatment?
- Referred to Specialists – If So Did They Go?
- Outstanding Lab Cases – Are They Here?
- Family Members Not Coming Here Yet?
- Do They Owe Any Money? – Why?
- Identify Perio Charting Needs?

OPENINGS TODAY:

Where Can We Put Emergencies Today? Who Can We Call To Fill The Openings Today?

WRITE ANSWERS:

REVIEW FOR NEXT FEW DAYS:

- **For Next 2-3 Days – are there any lab cases we need that don't have yet?**
- **What is the next big opening in both Hygiene and/or Doctor schedule that we are trying to fill?**
- **Any other concerns for next 2-3 days that need to be addressed today? Who will handle?**



The Leader in Dental Front Office Solutions & Training

MORNING HUDDLE AGENDA
