

# FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

## Morning Huddle Agenda

DATE: \_\_\_\_\_

### 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?

The information contained in this document is intended as information only and not as financial, accounting or legal advice.

# FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

## 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 information contained in this document is intended as information only and not as financial, accounting or legal advice.

© 2017 FRONT OFFICE ROCKS