

Goal Tracking for Dental Office

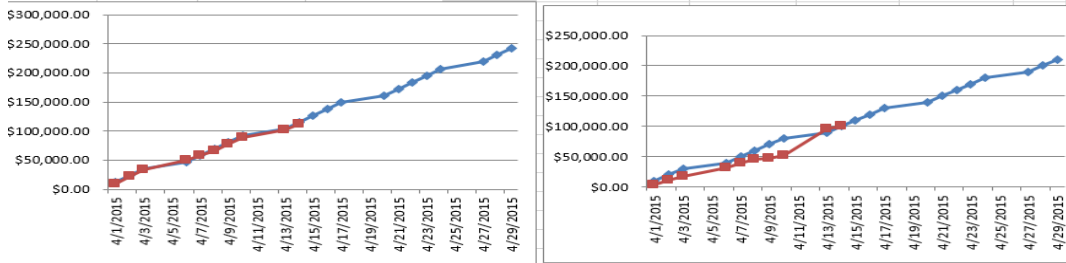
Goal Setting/Tracking: A primary role of the Office Manager is to work with the Doctor to not only set goals but to also know regularly how your office is doing each day, week, and month to meet those goals.

*(*** full size examples of the following spreadsheets can be found in the Document Section of Front Office Rocks under Office Manager)*

SUGGESTED GOAL TRACKING DAILY:

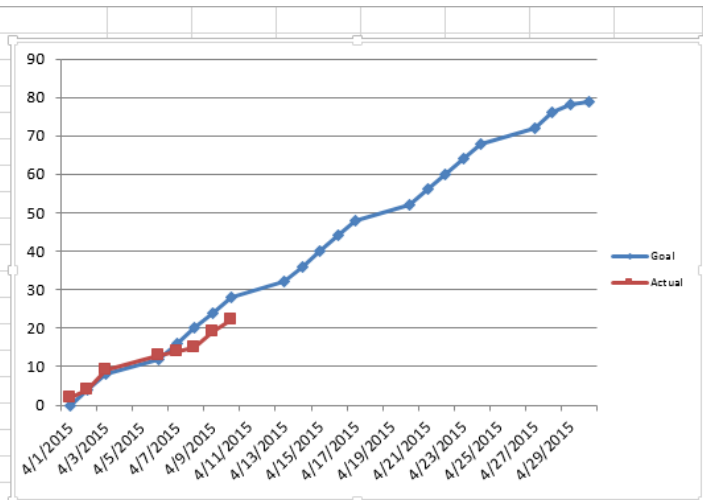
Production and Collections

Production	Goal	Actual	Over or short	Collections	Goal	Actual	over or short
4/1/2015	\$11,500.00	\$ 8,834.50	(\$2,665.50)	4/1/2015	\$10,000.00	\$ 2,736.08	(\$7,264)
4/2/2015	\$23,000.00	\$ 22,552.50	\$ (447.50)	4/2/2015	\$20,000	\$ 10,845.06	\$ (9,154.94)
4/3/2015	\$34,500.00	\$ 33,542.50	\$ (958.00)	4/3/2015	\$30,000.00	\$ 17,001.95	\$ (12,998.05)
4/6/2015	\$46,000.00	\$ 50,226.50	\$ 4,226.50	4/6/2015	\$40,000	\$ 31,609.96	\$ (8,390.04)
4/7/2015	\$57,500.00	\$ 58,439.50	\$ 939.50	4/7/2015	\$50,000.00	\$ 39,447.95	\$ (10,552.05)
4/8/2015	\$69,000.00	\$ 65,916.50	\$ (3,083.50)	4/8/2015	\$60,000	\$ 45,606.26	\$ (14,393.74)
4/9/2015	\$80,500.00	\$ 77,061.50	\$ (3,438.50)	4/9/2015	\$70,000.00	\$ 47,200.71	\$ (22,799.29)
4/10/2015	\$92,000.00	\$ 88,823.50	\$ (3,176.50)	4/10/2015	\$80,000	\$ 52,353.95	\$ (27,646.05)
4/13/2015	\$103,500.00	\$101,848.50	\$ (1,651.50)	4/13/2015	\$90,000.00	\$ 95,758.75	\$ 5,758.75
4/14/2015	\$115,000.00	\$111,875.50	\$ (3,124.50)	4/14/2015	\$100,000	\$101,297.82	\$ 1,297.82
4/15/2015	\$126,500.00			4/15/2015	\$110,000.00		
4/16/2015	\$138,000.00			4/16/2015	\$120,000		
4/17/2015	\$149,500.00			4/17/2015	\$130,000.00		
4/20/2015	\$161,000.00			4/20/2015	\$140,000		
4/21/2015	\$172,500.00			4/21/2015	\$150,000.00		
4/22/2015	\$184,000.00			4/22/2015	\$160,000		
4/23/2015	\$195,500.00			4/23/2015	\$170,000.00		
4/24/2015	\$207,000.00			4/24/2015	\$180,000		
4/27/2015	\$218,500.00			4/27/2015	\$190,000.00		
4/28/2015	\$230,000.00			4/28/2015	\$200,000		
4/29/2015	\$241,500.00			4/29/2015	\$210,000.00		
4/30/2015	\$253,000.00			4/30/2015	\$220,000		



New Patients Seen:

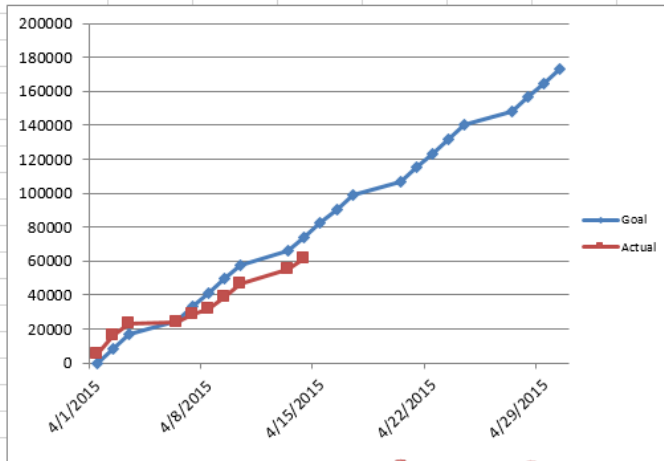
	Goal	Actual
4/1/2015	4	2
4/2/2015	8	4
4/3/2015	12	9
4/6/2015	16	13
4/7/2015	20	14
4/8/2015	24	15
4/9/2015	28	19
4/10/2015	32	22
4/13/2015	36	
4/14/2015	40	
4/15/2015	44	
4/16/2015	48	
4/17/2015	52	
4/20/2015	56	
4/21/2015	60	
4/22/2015	64	
4/23/2015	68	
4/24/2015	72	
4/27/2015	76	
4/28/2015	78	
4/29/2015	79	
4/30/2015	80	



New Pt Goal:80

Doctor Production:

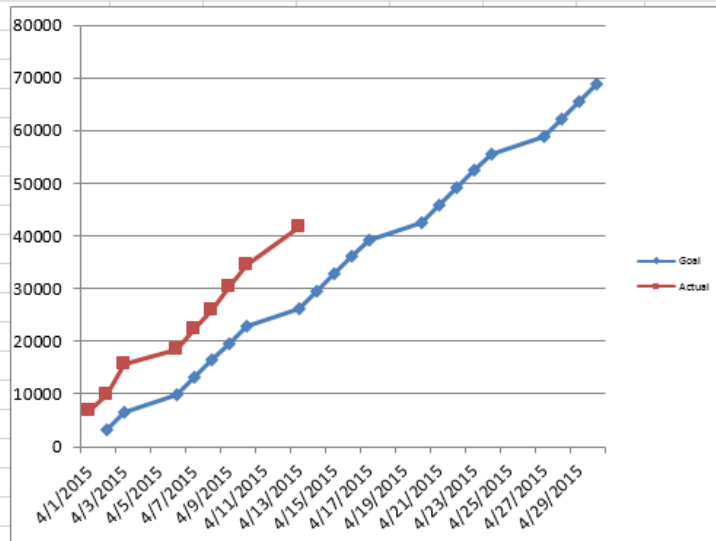
	Goal	Actual
4/1/2015	\$8,227.27	\$5,285
4/2/2015	\$16,454.55	\$16,123
4/3/2015	\$24,681.83	\$22,759
4/6/2015	\$32,909.11	\$23,649
4/7/2015	\$41,136.39	\$28,171
4/8/2015	\$49,363.67	\$31,504
4/9/2015	\$57,590.95	\$38,921
4/10/2015	\$65,818.23	\$46,285
4/13/2015	\$74,045.51	\$55,068
4/14/2015	\$82,272.79	\$61,534
4/15/2015	\$90,500.07	
4/16/2015	\$98,727.35	
4/17/2015	\$106,954.63	
4/20/2015	\$115,181.91	
4/21/2015	\$123,409.19	
4/22/2015	\$131,636.47	
4/23/2015	\$139,863.75	
4/24/2015	\$148,091.03	
4/27/2015	\$156,318.31	
4/28/2015	\$164,545.59	
4/29/2015	\$172,772.87	
4/30/2015	\$181,000.15	



**Dr Production
\$181K = \$8,227 a day**

Hygiene Production:

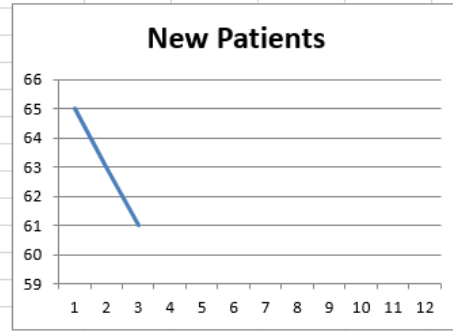
	Goal	Actual
4/1/2015	\$3,272.73	3181
4/2/2015	\$6,545.45	6655
4/3/2015	\$9,818.17	9938
4/6/2015	\$13,090.89	15592
4/7/2015	\$16,363.61	18417
4/8/2015	\$19,636.33	22197
4/9/2015	\$22,909.05	25925
4/10/2015	\$26,181.77	30271
4/13/2015	\$29,454.49	34565
4/14/2015	\$32,727.21	41620
4/15/2015	\$35,999.93	
4/16/2015	\$39,272.65	
4/17/2015	\$42,545.37	
4/20/2015	\$45,818.09	
4/21/2015	\$49,090.81	
4/22/2015	\$52,363.53	
4/23/2015	\$55,636.25	
4/24/2015	\$58,908.97	
4/27/2015	\$62,181.69	
4/28/2015	\$65,454.41	
4/29/2015	\$68,727.13	
4/30/2015	\$71,999.85	



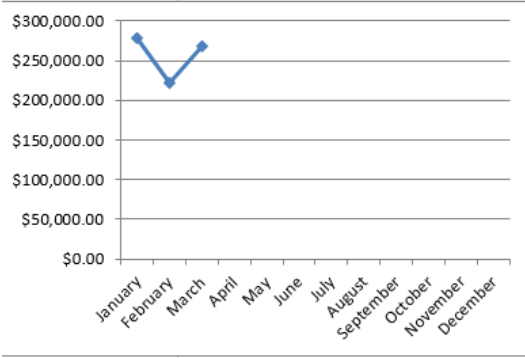
**Hygiene Production \$72k
is the goal!**

SUGGESTED GOAL TRACKING MONTHLY:

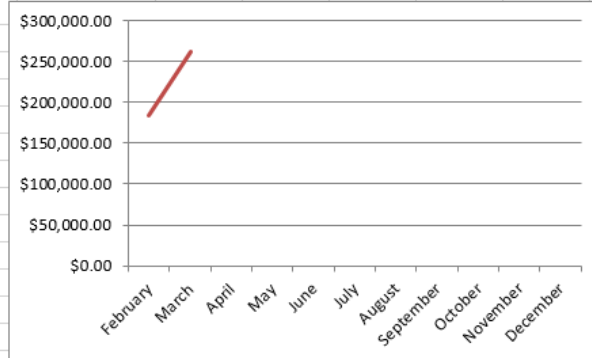
Month	Production	Collection	New Patients
January	\$278,347.00	\$224,892.11	65
February	\$221,658.00	\$183,580.17	63
March	\$268,787.00	\$261,613.58	61
April			
May			
June			
July			
August			
September			
October			
November			
December			



Production



Collections



SUGGESTED GOAL TRACKING QUARTERLY:

Production	Goal	Actual	Over or short	Collections	Goal	Actual	over or short
1/2/2015	\$11,000	\$ 7,349.00	\$ (3,651.00)	1/2/2015	\$11,000	\$ 16,495.22	\$ 5,495.22
1/15/2015	\$111,000	\$ 134,827.00	\$ 23,827.00	1/15/2015	\$103,000	\$ 112,200.90	\$ 9,200.90
1/30/2015	\$233,000	\$277,867.00	\$ 44,867.00	1/30/2015	\$216,000	\$224,892.11	\$ 8,892.11
2/15/2015	\$349,000	\$398,341.00	\$ 49,341.00	2/15/2015	\$324,000	\$324,918.88	\$ 918.88
2/28/2015	\$466,000	\$ 500,005.00	\$ 34,005.00	2/28/2015	\$434,000	\$ 408,742.28	\$ (25,257.72)
3/15/2015	\$583,000	\$639,320.00	\$56,320.00	3/15/2015	\$542,000	\$550,235.95	\$ 8,235.95
3/31/2015	\$700,000	\$768,792	\$68,792.00	3/31/2015	\$650,000	\$670,355.86	\$20,355.86

