

FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

DOCTOR SCHEDULER CHECKLIST - Month: _____

Week One					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Confirm appointments 48 hours before					
Handle issues for next 48 hour appointments					
# of TXP calls current					
# of TXP calls outstanding					
TXP meeting with doctor(s)					
Enter all consult notes & turn in schedule					
Check, handle & delete your emails					
Check/manage tomorrow's asst. schedule					

Week Two					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Confirm appointments 48 hours before					
Handle issues for next 48 hour appointments					
# of TXP calls current					
# of TXP calls outstanding					
TXP meeting with doctor(s)					
Enter all consult notes & turn in schedule					
Check, handle & delete your emails					
Check/manage tomorrow's asst. schedule					

Week Three					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Confirm appointments 48 hours before					
Handle issues for next 48 hour appointments					
# of TXP calls current					
# of TXP calls outstanding					
TXP meeting with doctor(s)					
Enter all consult notes & turn in schedule					
Check, handle & delete your emails					
Check/manage tomorrow's asst. schedule					

Week Four					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Confirm appointments 48 hours before					
Handle issues for next 48 hour appointments					
# of TXP calls current					
# of TXP calls outstanding					
TXP meeting with doctor(s)					
Enter all consult notes & turn in schedule					
Check, handle & delete your emails					
Check/manage tomorrow's asst. schedule					