

FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

HYGIENE SCHEDULER CHECKLIST - Month: _____

Week One					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Start with Today - then Tomorrow -then Future					
Confirm appointments 48 hours before					
Next Day Reviewer					
Handle Issues for next 48 hour appointments					
# of overdue recare calls (10 calls a day)					
Enter all consultation notes					
Turn in schedule					
Enter Membership payments notes					

Week Two					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Start with Today - then Tomorrow -then Future					
Confirm appointments 48 hours before					
Next Day Reviewer					
Handle Issues for next 48 hour appointments					
# of overdue recare calls (10 calls a day)					
Enter all consultation notes					
Turn in schedule					
Enter Membership payments notes					

Week Three					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Start with Today - then Tomorrow -then Future					
Confirm appointments 48 hours before					
Next Day Reviewer					
Handle Issues for next 48 hour appointments					
# of overdue recare calls (10 calls a day)					
Enter all consultation notes					
Turn in schedule					
Enter Membership payments notes					

Week Four					
DAILY RESPONSIBILITIES	MON	TUES	WED	THUR	FRI
Start with Today - then Tomorrow -then Future					
Confirm appointments 48 hours before					
Next Day Reviewer					
Handle Issues for next 48 hour appointments					
# of overdue recare calls (10 calls a day)					
Enter all consultation notes					
Turn in schedule					
Enter Membership payments notes					