

Spring Clean Your Practice

- Clean out the clutter. Have your reception staff go through paper documents and weed out anything that's no longer needed. Wherever possible, scan and digitise your documents instead of relying on paper — they'll be easier to access quickly that way.
- Take inventory. Go through all of your supplies and take stock. Make a list of items that need to be order once your income is back on track.
- Take a good look around your practice, from the reception area to the treatment rooms and restrooms. Does your waiting room need new chairs? Is your carpet worn and stained? Cleanliness is paramount in a dental practice, so if yours is looking shabby, repair or replace what's needed to make your space look spick-and-span.
- Inspect your equipment. Go through all of your equipment, from handpieces and x-ray units to sterilisation systems and patient chairs, to make sure everything is in good working order. It is a good time to perform annual maintenance on equipment, too.
- How old are your physical records? If you have records of patients such as study models and x-rays that are past the period that you are required to keep them, decide how you will be disposing/destroying them.
- Go through the clinical surgeries and clean away things that make the drawers, shelves and benches seem cluttered. Put into storage instruments that haven't been used for years and give everything a good clean.