



PREVIOUS DAY

TLC calls for following patients (oral surgery, toothaches, new patients etc.)

FOLLOW-UP

Was yesterday's labwork sent off?

What went right?

What could have been improved?

REQUIREMENTS

Go through each patient, identifying specific needs for their treatments. (Include feedback from receptionist.)

FOR TODAY

Are all required OPGs and correspondence attached to patient file?

Is all lab work in?

Any patients requiring AB cover prior to appointment? (Do they have script, aware of dose?)

Any anxious patients in? (Ready the Pentrox or other calming aids.)

PLANNING

Where can emergencies be scheduled?

TODAY

Have all patients been confirmed?

Assess for any appointments that may run late/run early.

COMING

When is the next HIGH PRODUCTION block?

SCHEDULE

Assess patients on Cancellation List.

Glance at the coming days.

FOCUS ON

Could be a practice goal, reminder of new system, to ask for a referral from a patient...anything that we require regular prompts to action.