

SCHEDULING COORDINATOR

Scheduling Coordinator: Audit the schedule for today. Are there openings and do the patients on the schedule need other treatment that can be completed today?

At the Team Huddle, discuss the schedule so the other Team Members know about available times that patients can be added to the schedule if they need additional treatment.

Date: _____

of Openings in today's schedule: _____

Time(s) of Today's Available Opening(s): _____

Team's Suggestions to Fill Openings: _____

Emergency Patients Today? Yes No Who? _____

Time(s) Available for Emergencies: _____

Times of Next Day/Rest of Week Available Openings (NP, Large Case Restorative, RDH Preventive Care, SRP, etc.): _____

Follow up with Previous Days Calls to New Patients. What "fun facts," NP motivation factors, objections to dentistry, etc. did they have?

Which Patients need to complete forms (Med HX, Oral Abnormality Screening, Sleep Apnea, Smile Eval, etc.): _____

Provided Doctor with list of New Patients to call this Week: Yes No

Provided list to Hygienist and Doctor if any post-op calls are to be made: Yes No

Patient I will ask for referral today: _____

Yesterday's Referral Name & Outcome: _____