

The BENEFITS and Guidelines

- Increases Production and Collection which decreases Overhead.
- Allows for on-time appointments.
- 80% of the daily production occurs in the first four hours.
- Slower patient flow in the morning allows front office personnel to complete 80% of their work before noon.
- Allows for the team to be complete and on time.
- Provides appropriate time for procedures.
- Lower stress for Doctor and staff.
- New patients can be scheduled within a few days.
- Doctor not running from room to room.
- Blocks reserved in the morning for the longer, more involved procedures when the Doctor and staff are fresh.
- Patients' perception of quality is increased as their time with the Doctor remains uninterrupted.

Guidelines -

- Procedures are performed in a 'start, finish, stop' fashion. This results in shorter, more efficient appointment times. This applies to the afternoon as well. While you are seeing more patients, doctors should not be jumping from room to room.
- Double-booking in the afternoon should only happen if it's physically possible for the doctor and assistant to work independently – ie: scheduling a healing check for implants could be handled by dr while the assistant delivers whitening trays.
- Honor the planning appointment time by not scheduling anything next to it other than hygiene.

How can we customize the Patient Reservation System to OUR Practice?

Don't get hung up on the exact time frames on the sample template - this is a guideline, as every doctor is different when it comes to time required for different procedures.

Establish your goals (higher than your go-point) and structure the schedule accordingly -

_____ Daily Production Goal

_____ 80% of Daily Production Goal (to be completed during the first half of the day)

_____ Hourly Goal - 80% of daily goal divided by 4 (or # of hours in first half of the day)

_____ Average Hourly Hygiene Goal (subtracted from number above)

_____ Average Hourly Dr. Goal (minus hygiene)

- Any treatment that reaches your hourly goal in the morning can be scheduled - but only one column! Don't double-book.
- The remaining 20% will be accomplished in the afternoon
- Schedule to GOAL - don't just fill white space.

PATIENT RESERVATION SYSTEM

SAMPLE SCHEDULE


	Chair 1	Chair 2	Chair 3	Chair 4	
8:00	Ryan Reynolds Crown Prep #3, 12, 13, 14			Dak Prescott UR SRP LR SRP	8:00
9:00					
				Leo DiCaprio Perio Main 3 mo. Recare	9:30
10:00		Stephen Curry #4 MO Porc Onlay #5 DO Porc Onlay			
				North West Seals	10:30
11:00	George W. Bush #12 PFG			Sarah Palin New Patient Prophy	11:00
				Pre-Med	
12:00					12:00

	Chair 1	Chair 2	Chair 3	Chair 4	
1:00	Kanye West Planning Appt.			Tom Cruise 6 mo. Recare Pro, Ex, BWX, Fl (ortho cons?)	1:00
1:30			Donny Osmond Del Whitening trays		
1:40		Britney Spears Del & Adj Night Guard			
2:00	Charlie Brown Denture ck		Tom Hanks Smooth rough spots	Katy Perry 6 mo. Recare Pro, Ex, BWX, Fl	2:00
2:30		Dolly Parton #2 O PRR #3 O PRR #30 O PRR			
				Napoleon Dynamite (10) pro, Ex, BWX, Fl	3:00
3:30					3:30

	Chair 1	Chair 2	Chair 3	Chair 4	
3:30	Kim Kardashian Seat Veneers #7, 8, 9, & 10			Napoleon – cont.	3:30
4:00				David Beckham 6 mo recare Pro, Fl	4:00
4:50	Evening Meeting				4:50
5:00	Out the door	Out the door	Out the door	Out the door	5:00

Your Ideal Schedule Template

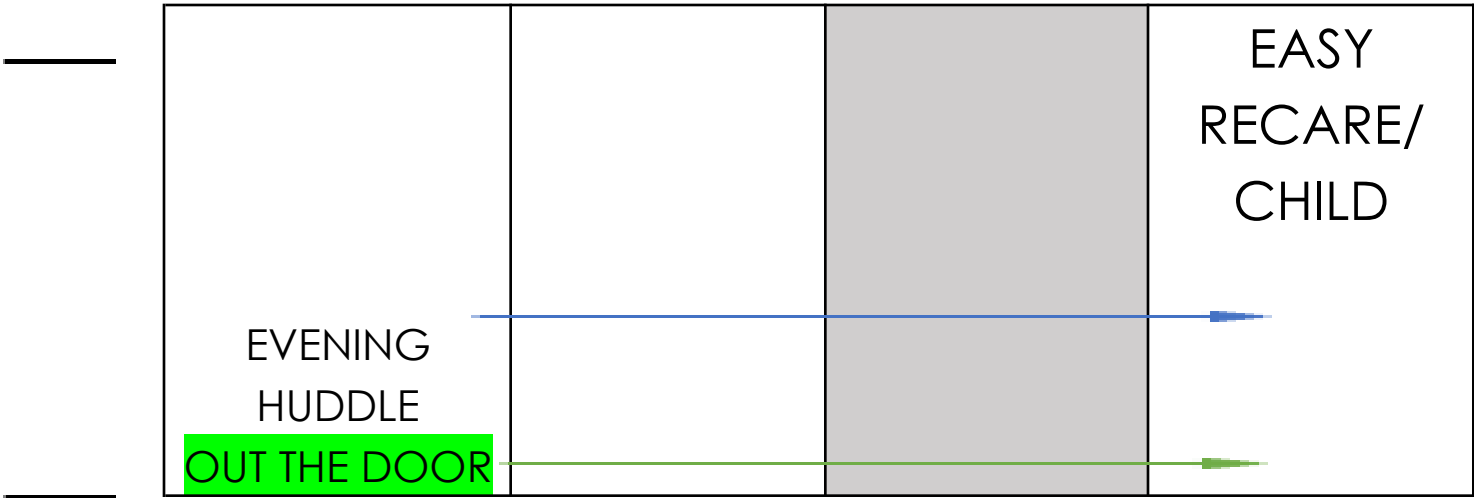
AM HUDDLE

CHAIR 1	CHAIR 2	CHAIR 3	CHAIR 4
Boulders \$ ____/hr 			SRP

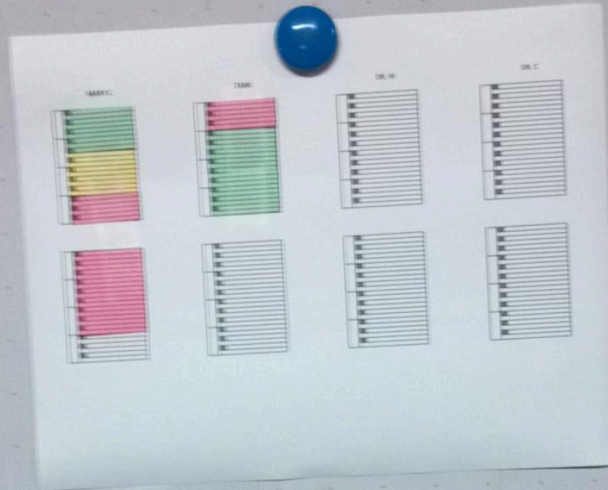
			SRP
		NP IN FOR INTERVIEW APPROX 20 MIN BEFORE APPT TIME	ALT RE CARE/ SEALS
			NEW PATIENT

LUNCH

PLANNING APPOINTMENT	LIMITED EXAM		RE CARE
SEATS/FILLS OR	ADJUSTMENTS		RE CARE
			RE CARE

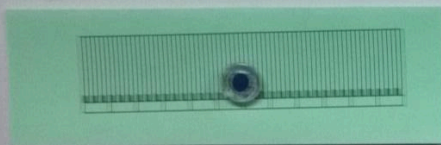


NEW PATIENTS = 3/DAY
 PLANNING APPT = 1/DOCTOR/DAY
 SRP = 1/DAY
 BOULDERS > \$1000/HR

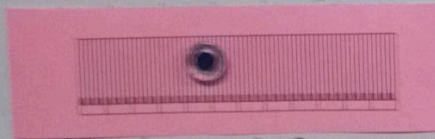


WHITE = ER

NEW PATIENTS



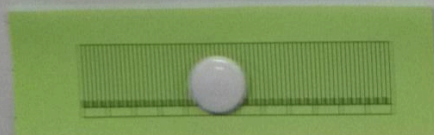
ADULT PROPHY



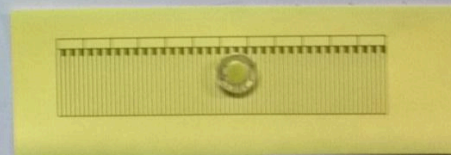
PLANNING APPOINTMENT



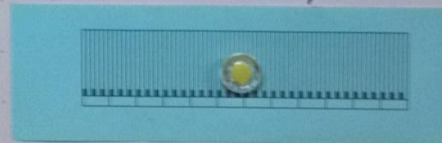
\$0 CROWN SEATS/POST OP



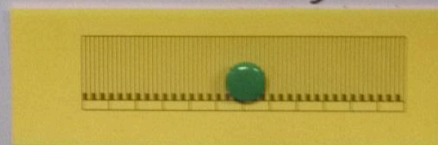
SRP



KID PROPHY



>\$1000 BOULDERS



<\$1000 LOW PRODUCTION



