

2-2-2 TREATMENT FOLLOW UP ASSIGNMENT

If the patient has not scheduled after the first follow up, then repeat the call in 2 weeks. Be sure to be prepared with that patient's treatment info before calling. It is important to be knowledgeable and prepared when making that call. The patient will hear the confidence in your voice and will be more confident about your practice. Just like last time, be sure to jot down conversation notes in the patient's file.

If the patient still has not scheduled treatment, contact him again 2 months after the visit when treatment was discussed.

As patients come in for treatment, cross their names off the treatment reports. Keep that printed report until all patients have been scheduled. Use these reports to track treatment acceptance rates.

What is your average monthly treatment acceptance rate?

Are you satisfied with this rate?

How can this rate be improved?

Date of completion:

Reviewed with doctor/manager:

Initial after satisfactory completion: