

## DAILY FRONT DESK CHECKLIST #4 PREPARING FOR TOMORROW

This checklist houses the specific things the front desk should be doing **TO PREPARE FOR TOMORROW**. These things can be done throughout the day.

The information on this list should be reviewed at tomorrow's morning meeting, so that everyone is aware of what's going on for that day.

***As with previous checklists, this information will vary for every office. Between specialists offices and general dental offices, you can imagine that the tasks may vary. Here is a recommended list, but we encourage you to sit down with your entire team to create a list that works well for your practice. These can be created in a Word document. You will find that you will edit the checklist often as your practice grows and changes.***

Be sure to leave a place for employees to initial when something has been completed. Accountability is essential when working on a team. This checklist should be completed and turned in by the end of the day.

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Date:

Task: Preparing for Tomorrow	Initial When Complete
Does every patient with benefit coverage have an updated verification of eligibility or complete breakdown? (See <b>BENEFIT VERIFICATION Section</b> )	
Are all of tomorrow's co-pays/payments due indicated directly in the appointment notes? (See <b>CO-PAY CALCULATOR Section</b> )	
Have production opportunities (films, fluoride, previous interest in cosmetic work, etc) been indicated in appointment notes? (See <b>MORNING MEETING #2A AND #2B Section</b> )	
Do any patients scheduled for recare appointments tomorrow have unfinished treatment? If so, who and what? (See <b>MORNING MEETING #2A AND #2B Section</b> )	
Are any treatment patients scheduled for tomorrow overdue for recare? If so, who? (See <b>MORNING MEETING #2A AND #2B Section</b> )	
Are any spouses/children of tomorrow's patients due for recare or treatment? (See <b>MORNING MEETING #2A AND #2B Section</b> )	
Do any post-op instructions need to be printed for tomorrow? If so, who and for what? Print them out.	
Do any consent forms need to be printed for tomorrow? If so, who and for what? Print them out.	
Can any lab slips be pre-written for tomorrow? If so, who and for what? Discuss this with assistants.	
Do any of tomorrow's patients have a birthday this week? If so, who and when? (See <b>MORNING MEETING #2A Section</b> )	
Are all lab cases in for tomorrow's patients?	
Complete tomorrow's morning meeting checklist. (#2A and #2B)	