

DAILY FRONT DESK CHECKLIST #5 END OF DAY

This end of day checklist will guide you successfully through the recap of the daily processes, and will make sure nothing has slipped through the cracks.

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.

DAILY FRONT DESK CHECKLIST #5

END OF DAY

Date:

Task: To Prepare For Tomorrow	Initial When Complete
Review Day Sheet. Verify that all charges and collections have been entered properly.	
Create a bank deposit. Match all checks and cash to day sheet.	
Verify that all Electronic Funds Transfers have been posted properly to day sheet.	
Match all credit card payments to day sheet to verify that all payments were posted properly.	
Verify that all claims have been sent properly.	
Complete morning meeting form for the next business day.	
Print out a copy of tomorrow's schedule, in case of over night power failure.	
Straighten restroom, entry way, and reception area.	
Empty garbage.	
Turn off computers.	
Turn off lights.	
Lock doors.	
Set office alarms.	