

MONTHLY FRONT DESK CHECKLIST #1

This weekly checklist will remind you of the things that must be done at least once a month in a dental practice.

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 handed in by the end of the day.

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Date:

Task: To Do Each Month	Initial When Complete
Front Desk Inventory (See FRONT DESK INVENTORY Section)	
Front Desk Marketing Inventory (See FRONT DESK MARKETING Section)	
Billing/Statement Tracker (See BILLING Section)	
End of Month Reporting (See end of months for details)	