

## WEEKLY FRONT DESK CHECKLIST #1

This weekly checklist will remind you of the things that must be done at least once a week 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 turned in by the end of the day.

# WEEKLY FRONT DESK CHECKLIST #1

Date:

Task: To Do Each Week	Initial When Complete
Insurance Claims Recovery (See <b>INSURANCE CLAIMS RECOVERY</b> Section)	
Overdue Recare (See <b>OVERDUE RE CARE</b> Section)	
Recare Reminder System Send post cards every two weeks (See <b>#2 RE CARE REMINDER SECTION</b> )	