

TASKS TO COMPLETE DURING THE WEEK OF:

- Weekly Insurance Claims Recovery
- Weekly Overdue Re-care/Re-care Reminder System
- Weekly Treatment Follow Up

DAY	PREVIOUSLY DIAGNOSED/UNSCHEDULED TX Do any of today's scheduled patients have previously diagnosed unscheduled treatment? What was the result of discussing this with the patient today?	OVERDUE RE-CARE Are any of today's scheduled patients (or family members) overdue for a re-care appt? Can they be seen today or have they been scheduled?
DAY		
DAY		
DAY		
DAY		
DAY		

THIS WEEK'S SUCCESSES & CHALLENGES

MISSED APPOINTMENTS THIS WEEK

<p>CANDIDATES FOR OTHER SERVICES Are any patients on today's schedule candidates for other services that the practice offers, like ortho or whitening? What was the result of discussing this with the patient today?</p>	<p>PATIENTS WITH WHOM TO FOLLOW UP Which patients from today will you need to follow up with at a later date? Indicate their name, need, and when you intend to follow up.</p>	<p>HAVE ALL CHECKLISTS BEEN COMPLETED TODAY? Add any additional notes for today.</p>