

FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

Weekly Executive Meeting

The purpose of this meeting is to bring the management team together to review the past week and plan for the upcoming week. This meeting is also used to discuss each division of the office to make sure there is nothing going on that needs to be handled and/or discuss opportunities to make things run more smoothly.

This meeting lasts for a set maximum period of time and therefore if a topic seems to start to dominate the time of the meeting and is not an emergency then it needs to be deemed important enough to be handled in another meeting, ie...owner meeting, etc.. This meeting is based on facts and if real facts are not brought to substantiate a claim then it will be sent back to confirm with data (ie.. I feel that people aren't working hard enough... I know that for the last week 50% of the employees came to work late).

OUTLINE OF THE MEETING:

Statistics for the Week:

Production: Last 7 days: *This is the production since the last executive meeting*

Collections: Last 7 days: *This is the collections since the last executive meeting*

New Patients: Last 7 days: *This is the amount of new patients seen since last executive meeting*

Decisions from above data: *Decisions should be made based on whether the statistics are up or down from the week prior. If they are down, why are they down and what can we do to get them to rise this next week. If they are up, what caused them to go up and how can that happen again this week?*

Each Department Update or Issues:

In this portion of the meeting, each area is mentioned to see if there is anything going on or that need to be shared/addressed with that area of the office and/or the staff in that area.

Front Office Staff team:

Dental Assistant team:

Hygienist team :

Dentist team :

Old Business:

Anything that was discussed prior that was tabled and need to be revisited:

The information contained in this document is intended as information only and not as financial, accounting or legal advice.

FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

New Business:

New topics to put out whether they are handled today or not:

OUTLINE OF THE MEETING:

Statistics for the Week:

Production: Last 7 days: _____

Collections: Last 7 days: _____

New Patients: Last 7 days: _____

Decisions from above data:

The information contained in this document is intended as information only and not as financial, accounting or legal advice.

FRONT OFFICE *Rocks*®

The Leader in Dental Front Office Solutions & Training

Each Department Update or Issues:

Front Office Staff team:

Dental Assistant team:

Hygienist team :

Dentist team :

Old Business:

Anything that was discussed prior that was tabled and need to be revisited:

New Business:

New topics to put out whether they are handled today or not:

The information contained in this document is intended as information only and not as financial, accounting or legal advice.