

Agenda for Morning Huddle

Operative

1. Number of sedations, on whom? previous experience? special needs?
2. Any medical alerts today? If so, prescriptions? special needs?
3. Any medical alerts tomorrow? If so, prescriptions? special needs?
4. Special needs or setups for today? tomorrow?
5. Time for emergencies?

Hygiene

1. Number of hygiene appointments scheduled?
2. Number of new patients? special needs?
3. Any medical alerts today? If so, prescriptions? special needs?
4. Any medical alerts tomorrow? If so, prescriptions? special needs?
5. Special needs or setups for today? tomorrow?

Orthodontic

1. Bandings? debandings? on whom? time? assistants involved?
2. Appliances? retainers? problems?
3. Impressions? on whom? for what?
4. Records? on whom?
5. Consults within next three days? with whom? times? work-ups done?
6. Appliances due tomorrow? for whom? type? are they ready? problems?
7. Any unusual needs today?
8. Follow-ups from yesterday?

Activities Report

1. Yesterday's production and % of goal
2. MTD (month to date) production VS MTD goal
3. MTD new patient count
4. Today's projected production
5. Tomorrow's projected production
6. Collection problems with individual patients today? tomorrow?
7. Number of broken appointments yesterday? number reappointed?
8. Concerns with schedule, today, tomorrow, and through five days hence

Business Desk

1. Any missing patient records for today? solution?
2. Any missing patient records for tomorrow? solution?
3. Information about today's new patients