

Filling Hygiene Openings ASAP

CHECK INSURANCE BENEFITS FIRST!

1. Check Today's Schedule

New Patients & Restorative Patients:

Is anyone scheduled who is due for a cleaning or a new patient you could plug into that open time?

2. Call List

Both Scheduled & Unscheduled Patients:

This list should have patients who are hoping to get in sooner or do not have an appointment at all. Great time to offer those patients who have hit the "3" mark in my 3-strike guideline. (found in my hygiene materials)

3. Recent No Shows/Cancelers

Who recently didn't show or cancelled?

There may be someone who stands out. But try any! Sometimes patients don't show for very good reasons and then are too embarrassed to call the office. Life can be full of unexpected happenings.

4. Today's Hygiene Patients

Would anyone move their time forward?

Is there someone on the schedule who lives or works nearby with some flexibility? This would give you more time to work on filling a later appointment.

5. Look Beyond Today's Schedule

Anyone Scheduled Next Week/Month?

Even tomorrow! Try anyone you think might be a good candidate to move. This works especially well when continuing care settings are used right. You can see at a glance who is overdue even if they are on the schedule. Again, if you can move an appointment forward, this is always helpful.

