

Dental Front Office

Use this daily checklist to help you stay on track. There are lots of interruptions at the front desk. It's so easy to lose track of what you were doing. These tasks run from morning through the afternoon.

Daily Check List

Did you...	Mon	Tue	Wed	Thu	Fri	Note	
Check Voicemail Messages (a.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Previous Day Balances (Be Sure Before Sending Statements Out To Patients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Send Patient Billing Statements - Every Day!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fill Any Open Appt Times For Today **Priority**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Re-Confirm Any Unconfirmed Appointments For Tomorrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review Patient Charts For Tomorrow's Schedule For Updates Needed To Medical History Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Double Check Continuing Care Settings For Hygiene Patients Scheduled Tomorrow --Scheduled Procedures Are Correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Print Patient Visit Forms Or Routing Slips For Tomorrow If Using These Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Confirm All Appointments 2 Days Out - Double Check Any Patient Balances & Note on Patient's Appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Send All Insurance Claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Special Daily Assignment*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Check Voicemail Messages (p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Enter Insurance Payments & Mail Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Assignments

There are special assignments found on page 2.

These are specific tasks done on an assigned day.

Weekly Management Systems help the dental front office get through all the necessary tasks.

Daily Check List

Double Check That Schedule Is Set For Tomorrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Send Insurance Claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Special Daily Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
For Tuesday, Wednesday & Thursday Of Each Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Week 1: Tuesday - Patient Ageing Over 30 Days Wednesday - Insurance Ageing Over 90 Days Thursday - Unscheduled Hygiene Due Now & New Patient Reports -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Week 2: Tuesday - Patient Ageing Over 60 Days Wednesday - Insurance Ageing Over 60 Days Thursday - Unscheduled Hygiene Over 30 Day & New Patient Reports -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Week 3: Tuesday - Patient Ageing Over 90 Days Wednesday - Insurance Ageing Over 30 Days Thursday - Unscheduled Hygiene Over 60 Day & New Patient Reports -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Week 4: Tuesday - Patient Ageing Over 30 Days Wednesday - Insurance Ageing Over 30 Days Thursday - Unscheduled Hygiene Over 90 Days & New Patient Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Assignments

