

Create & Maintain

There are 2 steps in managing hygiene schedules. The first is the creation of the schedule. We want a template that suits our practice and patient needs.

Once we've got that set and patients scheduled, we need to maintain our schedule. That means really just to keep it fully booked.

CREATE YOUR TEMPLATE

- Run reports that show the number of hygiene procedure codes used each month and what those codes are - create blocks based on this.

MAINTAIN YOUR SCHEDULE

- Create & Work A Short-Notice Call List
- Communicate Reschedule Policy With Every Appointment
- Track Patients Who Reschedule Short Notice Using my 1-2-3 Method
- Keep Continuing Care Settings Accurate
- Send Reminder Postcards 1 Month Prior to Appointments
- Confirm 2 weeks out - then 2 days out
- Work Reactivation for Unscheduled Patients Using Weekly Management
- Inactivate Patients Who Haven't Been Seen in 18 Months

Additional information on all of these steps are found within the Hygiene Schedule products found within your Membership or are also for sale as individual items on my Products and Services page.

