



Front Desk Checklist

Date:

Front Desk Morning Checklist- SHOULD BE DONE BEFORE THE HUDDLE and then presented AT daily huddle.	
	Does every patient with insurance coverage have an updated rundown?
	Have all notes regarding patients or their treatment been written on the MacPractice schedule?
	Are any treatment patients on the schedule due for recall?
	Are there notes from the outside of charts that need to be added to MacPractice? allergies? no epi? whitening? premed? etc
	Do any prescriptions need to be printed for today? ext? endo? premed?
	Do any post op instructions need to be printed for today? implant? ext? denture?
	Do any consent forms need to be printed? implant? ortho? ext?
	Check master calendar. Remind employees at the morning huddle of their assigned chores for the day/week.
	Think of at least 3 things that can be done if there is any down time. Write them on a post it and share them with team at huddle. 1. 2. 3.
	Can any lab slips be pre-written for the day? Prepare slips and boxes.