

ASSESSMENT OF PREVIOUS DAY

TLC calls for following patients

Was yesterday's lab work sent off?

What went right?

What could have been improved?

REQUIREMENTS FOR CURRENT DAY

Go through each patient, identifying specific needs for their treatments. (Include feedback from receptionist.)

Are required OPGs and correspondence attached to patient file?

Is all lab work in?

Any patients requiring AB cover prior to appointment? (Do they have script? Aware of timing of dose?)

Any anxious patients in? (Ready the Pentrox or other calming aids.)

PLANNING THE DAY

Where can emergencies be scheduled?

Have all patients been confirmed?

Assess for any appointments that may run late.
Assess for appointments that can be shortened in length.

COMING SCHEDULE

When is the next HIGH PRODUCTION block?

Assess patients on Cancellation List.

FOCUS ON
