



Vital Signs of a Healthy Practice

1.	Collection Ratio of Net Production	95-98%
2.	Accounts Receivable Ratio of Average monthly production	1 to 1.5
3.	Lab Expense Ratio to Dental Supplies	3.5 to 4
4.	Hygiene Salary Ratio to Hygiene Production	33-38%
5.	Lab Expenses	
	A. Solo	8.00%
	B. Group	7.50%
	C. Partnership	8.60%
6.	Dental Supplies	
	A. Solo	6.30%
	B. Group	6.70%
	C. Partnership	7.00%
7.	Staff Salaries	
	A. Solo	23.7-24%
	B. Group	25.00%
	C. Partnership	22.50%
8.	Payroll Taxes	
	A. Solo	3.20%
	B. Group	3.60%
	C. Partnership	4.00%
9.	Rent/Mortgage Payments	
	A. Solo	5.00%
	B. Group	4.40%
	C. Partnership	4.90%
10.	Total Overhead	
	A. Solo	60%
	B. Group	60%
	C. Partnership	56%
11.	Doctor Compensation	25-30%
12.	Savings	10-15%



Mid-Month Goal Review

Production so far this month _____ 1

Working days so far this month _____ 2

Production per day so far this month (1 divided by 2) _____ 3

Working days remaining this month _____ 4

Production this month if we continue the month as it has been (3 times 4) _____ 5

Production goal this month _____ 6

Projected Production is above or below goal by how much _____ 7

Production per day needed for the remaining days of this month to make
Goal (1 minus 6 divided by 4) _____ 8

Notes:



Morning Huddle Update

Today's date _____

Brief Schedule Review:

Goal Production to date: _____ Actual Collections to date: _____

Actual Production to date: _____ Actual Collections to date: _____

New patients to date: _____

1. Is today's schedule well-coordinated? _____
2. Where do we put emergencies? _____
3. Child(ren) and parent(s) with different last names _____
4. Patients needing hygiene or restorative appointments _____
5. Expected telephone calls for the doctor(s) and/or staff _____
6. When will they return phone calls? _____
7. Other special circumstances _____
8. Which doctor will do checks for which hygienist? _____
9. Who will be responsible for probes? _____
10. Are there any future changes in the doctor('s)(s') schedule(s)? _____

Today's Planned Production:

1. Doctor's production goal _____
2. Today's estimated doctor production _____
3. Today's collection goal _____
4. Number of new patients _____
5. Number of scheduled patients _____
6. Unproductive time for tomorrow in doctor's schedule _____



Morning Huddle Update
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7. Crown and bridge scheduled _____
8. Hygiene Production goal _____
9. Today's estimated hygiene production _____
10. Number of new hygiene patients _____
11. Number of scheduled hygiene patients _____
12. Unproductive time for tomorrow in hygiene schedule _____
13. Root planning/scaling _____



Morning Huddle Checklist

1. How did yesterday's schedule perform? Did we make goal? What needed improvement?

2. What is today's schedule going to be like?

A. Can we see emergencies? _____

B. Areas of too much time allowance or not enough?

C. Will we make our goal? _____ If not, what is needed?

3. Where are the upcoming schedule openings and what is needed on those days to make the goals?

4. Who are the new patients in today's schedule? What do we know about them?

5. What patients in today's schedule have undone or previously recommended surgery?



Morning Huddle Checklist
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What is our strategy to speak with them? Who should say what?

6. What is our production so far this month? _____

Are we on track for this goal? _____ What can we do to get there?

7. Who in today's schedule needs to make financial arrangements?
