



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 doctors'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_____
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 planing