



Daily Performance Muster Slip (page 1)

8 DENTAL CENTERS

Apollonia Dental Center Monitors 2004

Date:	Starting or Goals	Working Notes	Final Tally Values Here
Day:			
Name:			

DIVISION 1	NEW PATIENTS (Reception Coordinator)	
#NP COE's Booked	goal:	
#Referral New Patients Delivered	starting:	
#Advertising New Patients Delivered	starting:	

DIVISION 2	TREATMENT PLANS (Diagnostic Coordinator)	
#COE's Completed	starting:	
#COE's Scheduled for Consult	goal:	
\$Tx Plans Delivered	goal:	

DIVISION 3	TREATMENT ACCEPTANCE (Treatment Coordinator)	
\$Perio Programs Presented	goal:	
\$Perio Programs Accepted	goal:	
#Consults	starting:	
\$F/As & Consents	goal:	

DIVISION 4	SCHEDULING (Schedule Coordinator)	
\$Hygiene on Today's Schedule	starting:	
#Units Hyg Green Time Today	starting:	
\$Doctor's on Today's Schedule	starting:	
#Units Doc Green Time Today	starting:	
\$Net App'ts Scheduled Today	goal:	
#Unconfirmed Appt's	starting:	

DIVISION 5	PRODUCTION (Patient Care Coordinator)	
Doctor:	starting:	
Doctor:	starting:	
Doctor:	starting:	
#Doctor Hours Worked Today	starting:	
Hygienist:	starting:	
Hygienist:	starting:	
Hygienist:	starting:	
#Hygiene Hours Worked Today	starting:	
Total Production		
#FollowUps Generated	starting:	
#FollowUps Completed	starting:	

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DIVISION 6	COLLECTIONS (Financial Coordinator)		
\$Paid at Time of Service (OTC)	starting:		
\$Paid in Advance (OTC)	goal:		
\$Total OTC			
\$Mail (insurance and patient)	goal:		
\$Total Collections			
\$Total Insurance Outstanding	starting:		
\$Total Accounts Receivable	starting:		
\$Adjustments			

DIVISION 7	CONTINUING CARE (Continuing Care Coordinator)		
#CCV Patients Today	starting:		
# Pre-Appointed for Next CCV	goal:		
#Reactivated Patients	goal:		

DIVISION 8	PERFORMANCE (Performance Manager)		
#Hours in Training	goal:		
#Policies Created	goal:		
#Operatories in Service	starting:		
\$Production per Operator *****			
(CALCULATE AND CALL OUT)			
#PayPoint Team Total for the Day Tech - Coord - RDH - DDS - ProfDir 0.75 - 1.5 - 3.0 - 6.0 - 12.0	starting:		
\$Production per PayPoint *****			
(CALCULATE AND CALL OUT)			
Whale Done! Staff Commendations!			
Whale Done! Patient Recognition			
Opportunities for Improvement! Staff Reports!			
Opportunities for Improvement! Upset Patients!			
Heads Up! Upcoming Events!			