

Practice management

Five parts of a successful dental practice

DOCTOR'S VISION FOR THE PRACTICE

A doctor should define what is in his/her head and heart about the practice to be created and then share that vision with team members.

A vision cannot be realized until it is shared.

MISSION STATEMENTS: PRACTICE AND TEAM

Each day, team members serve two customers:

The parent/ patient and each other, including the doctor. Therefore, it is necessary for the team to create two Mission Statements, one for each customer they serve:

1. Patient Mission Statement (for serving patients)
2. Team Mission Statement (for serving each other)

FISCAL MANAGEMENT

- Business Plan
- Monitor Goal Numbers
- Setting a Budget
- Fees
- Accounts Payable
- Retirement Plan

TEAM DYNAMICS

- Doctor Leadership
- Employee Management
- Job Descriptions
- Communication
- Verbal Skills
- Doctor Leadership
- Employee Management
- Job Descriptions
- Communication
- Verbal Skills

SYSTEMS

- Effective Scheduling
- Managing Collections
- Managing Insurance
- Treatment Tracking
- New-Patient Experience
- Marketing Technology
- Compliance Forms
- Clinical Organization
- Inventory Control Skills
- Doctor Leadership
- Employee Management
- Job Descriptions
- Communication
- Verbal Skills