



### What are the Protocols in Your Practice?

**Administrative:**

<b>Protocol</b>	<b>By Whom</b>	<b>Process</b>
<b>Answering Phone</b>		
<b>Verifying Dental Benefits</b>		
<b>Gather/Input NP Data</b>		
<b>Present Financial Options</b>		
<b>Recare Schedule</b>		
<b>Restorative Schedule</b>		
<b>Outstanding Claims</b>		
<b>Sending Statements</b>		



**Clinical:**

<b>Protocol</b>	<b>By Whom</b>	<b>Process</b>
<b>X-ray Protocol</b>		
<b>Operatory set up/break down</b>		
<b>Clinical charting</b>		
<b>Treatment Plan presentation</b>		
<b>Unschedule Treatment follow up</b>		
<b>Sterilization</b>		
<b>Handoff to Admin team</b>		
<b>End of Day</b>		