

## *How Schedulers Can Help Boost Production*

The design and skill of effective scheduling is considered by many to be one of the most important factors in a successful dental practice. Over the last 10 years, Datacon has developed a sophisticated scheduling program to meet your needs.

In this article, we hope to highlight several features that assist you and your staff to increase the effectiveness of your schedule design.

First of all, take some time to answer key questions about your practice. Below are just a few of the many questions to address in order to assess the efficiency of your schedule design and its successful implementation. Evaluate your practice needs then set realistic goals.

- How many hours a week does each doctor want to work?
- How many hours per week is the staff available?
- How many hygiene days can you fill in a week?
- If a patient calls today for a hygiene appointment, how soon can you appoint the patient?
- Who controls the schedule... you or your patients?
- What is your 2 year growth plan? How about a 5 year growth plan?

Now, what tools are available in your Datacon scheduling program that could:

- Boost production?
- Use time more productively?
- Meet and exceed your goals?
- Take control of your practice and time?

**Goal Tracking** - practice goals can be set in the software and progress can be monitored on a daily and monthly basis. You can track treatment diagnosed to compare to the treatment completed to measure your success. Enter goals for the month, day, column and producer to track your progress. View your progress on-screen in real-time:

- On the daily schedule
- In month-at-a-glance
- In week-at-a-glance
- In schedule management under "Goals vs. schedule"

**Treatment Plan Acceptance** - track patient acceptance of clinical needs

- Treatment Plan Analysis quickly locates patients needing treatment based on the type of treatment needed and/or by producer
- Datacon tracks treatment status as diagnosed, scheduled or pending

**Production Pre-blocking** - Pre-blocking allows you the flexibility and freedom to achieve your goals by designating specific times for specific procedures. Avoid over or under booking your staff by utilizing these Datacon features:

- Sixteen user-defined production descriptions
- Eight user-defined "Blocked" descriptions
- The ability to design your ideal day to best schedule your doctor, hygiene and assistant staff
- A search function that lets you find the best available time for your patient

- "Hygiene markers" that designate the beginning of each hygiene opening
- Easy use through color-coded descriptions

**Appointment Design** - Use "doctor" and "assistant" columns to effectively utilize chair and staff time. These user-defined symbols can be placed alongside the patient appointment designating patient care. Located in "Schedule Maintenance" is the option to assign up to fourteen different appointment configuration symbols. You can even build treatment plan presentation and financial arrangement time into the appointment!

The schedule is the pulse of the practice. High volume does not always translate to high revenue. In fact, in many cases it translates into high stress accompanied by mental and physical fatigue. Ask yourself "Is the design and management of the schedule the best it can be for our practice?" Small changes can make a big difference! As always, the staff at Datacon is happy to assist in improving your practice.