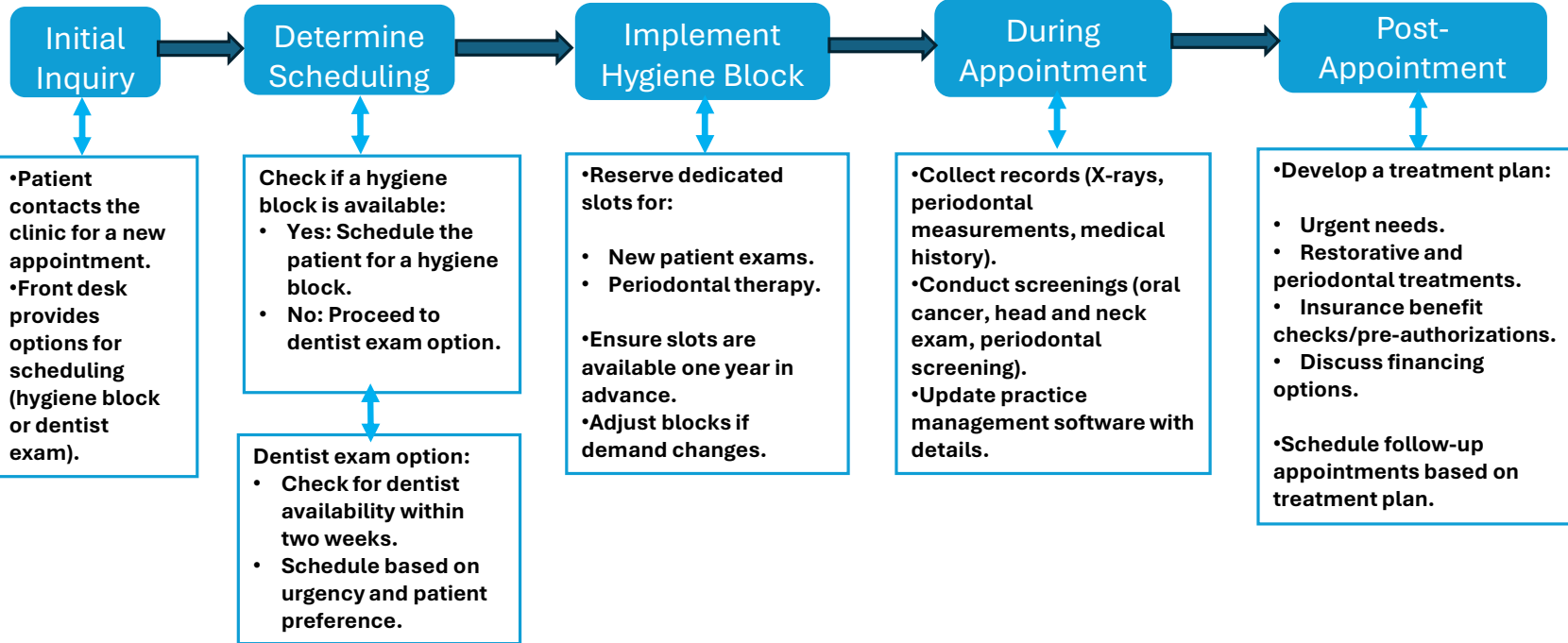


Scheduling New Patient Appointments Smoothly



Main Sections

Scheduling New Patient Appointments Smoothly

1 Initial Inquiry

- Patient contacts the clinic for a new appointment.
- Front desk provides options for scheduling (hygiene block or dentist exam).

2 Determine Scheduling Path

- | | |
|--|--|
| <p>Check if a hygiene block is available:</p> <ul style="list-style-type: none">• Yes: Schedule the patient for a hygiene block.• No: Proceed to dentist exam option. | <p>Dentist exam option:</p> <ul style="list-style-type: none">• Check for dentist availability within two weeks.• Schedule based on urgency and patient preference. |
|--|--|

3 Implement Hygiene Block

- Reserve dedicated slots for:
 - New patient exams.
 - Periodontal therapy.
- Ensure slots are available one year in advance.
- Adjust blocks if demand changes.

4 During Appointment

- Collect records (X-rays, periodontal measurements, medical history).
- Conduct screenings (oral cancer, head and neck exam, periodontal screening).
- Update practice management software with details.

5 Post-Appointment

- Develop a treatment plan:
 - Urgent needs.
 - Restorative and periodontal treatments.
 - Insurance benefit checks/pre-authorizations.
 - Discuss financing options.
- Schedule follow-up appointments based on treatment plan.