



# LINKS<sup>2</sup>SUCCESS

## Hands on Program

### Team, Office and Practice Analysis

#### LEADERSHIP:

- Does Doctor have a mission statement and goals in place?
- Does the staff have a mission and their individual goals set in place?
- Do we hold a yearly brainstorm meeting?
- Do you have an office manual in place?
- Education, for all team members, yearly.

#### NEW PATIENT FLOW:

- Are you tracking your new patients?
- Are you sending thank you notes to whom ever is referring your new patients?
- Are you thanking your new patients and asking them for referrals after their first visit?

#### FEES:

Fees are reviewed annually by the national database-zip code

#### ACCOUNTS RECEIVABLE:

All collection reports, production reports and code reports will be reviewed to determine where changes need to be made.

#### INSURANCE:

- Is your practice accepting any insurance plans?
- If yes, which type of plans are you participating with?
- Have you updated your insurance fees yearly?
- Have you done an analysis on their fees in comparison to your overhead?
- Are you billing medical for treatment on compromised patients?

#### MARKETING:

We will review the current philosophy of marketing.

- What is happening internally that is working and is not working?
- Is your entire team trained in asking for referrals at the appropriate time, is there an incentive?
- Are we sending thank you letters to referring doctors & working with them on community events?
- Are we holding marketing meetings?

Christine Taxin  
Dental Consultant

26 Hidden Glen Rd Scarsdale, NY 10583

Mobile 914-450-2906 Fax 914-693-3519 Email Ctaxin@aol.com