

DOCTOR

CHECKLIST

- ☐ Engage Team weekly
- ☐ Decide the number of team members if not ALL that will be returning immediately (now or later)
- ☐ Follow Team Checklist
- ☐ Follow Patient Checklist
- ☐ Distribute /Use: FFCRA poster, ADA summary of Guidance during Covid-19, Interim Mask and Face Shield Guidelines, Covid-19 Coding and Billing Interim Guidance, Letter to Employees, Employee Consent form, Office Policy Regarding Covid-19 Coronavirus, Covid-19 Pandemic Emergency Dental Treatment Consent form.
- ☐ Inventory review for PPE; order if necessary
- ☐ Post the FFCRA Poster in the office (Wage and Hour Division)
- ☐ Marketing review for maximizing communication with patients
- ☐ PPE review including Isolite, rubber dam usage, Hepa Filters, UVC lights
- ☐ Practice Operation review: Systems, OSHA, SOP's, HR, Compliancy updates, Paperless (if not currently)
- ☐ Budget and P & L review
- ☐ Reset Practice goals
- ☐ Learn leadership techniques
- ☐ Train team
- ☐ Stay Calm and Adjust