


Strategic Scheduling

A successful schedule is a “spending plan” for time. As such, it cannot be created by filling blocks of time. Instead, the creator acts as the administrator and sole authority, carefully planning and constantly adjusting by making proactive requests and receiving specific support as needed. When following the steps below, a productive schedule will ensue and your vision, your patients, your team and your bottom line, will all benefit.

- 1) Time the procedures for 30 days for each provider and assistant. Then average the times to eliminate as many variables as possible.
- 2) Create a “cheat sheet” using the cross method and put one in each operatory. 
- 3) Create an ideal day on a blank schedule. Make sure the goal is achieved with time to spare at the end of the day.
- 4) Block out the schedule using the plan created on the ideal day. Most find it easier to block the doctor by productivity rather than by procedure. Procedure should work fine for hygiene.
- 5) Create an agreement as to how long you will hold open those blocks before putting something else in... usually the afternoon before.
- 6) Put the goal in place for each column and religiously subtract from it every time an appointment is entered.
- 7) Schedule each appointment based first on which day closest to today needs the productivity the most. Secondly, find the column with the appropriate provider time available.

