How Does Your Practice Rate?

Is Your Team Organization Productive?

What is your Full Starts/Day (FS/D)…the higher it is the more productive you are.

Full Starts/Day = (Equivalent Full Starts/Yr) ÷ (Total Tx Days/Yr) = FS/D

Equivalent Full Starts = (Full + Ph-II Starts) + 0.35 x (Ph-I + Lim Starts + Invisalign Starts)

For Example: [160 Full/Ph-II Starts + 0.35 x (57 Ph-I/Lim)] ÷180 Days = 1.00 FS/D

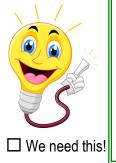**Your:** ____ Full/Ph-II Starts + 0.35 x (____ Ph-I/Lim)] ÷____ Days/yr = ___.___ FS/D

For **1.00 FS/D** you need about **4 full time team members…you have** _____

If way over 4 staff per 1.00 FS/D you are overstaffed, if way under you are understaffed

In either case…you need to **A~D~D~I~C~T** your **Team Organization**

And most likely…you need to **A~D~D~I~C~T** your **Daily SCHEDULE**

☐ We need this!

Is Your TC Program Effective?

Exam Conversion Rate = (Full + Ph-I + LIM + INV Starts) ÷ (*Total* New Pt. Exams)

If ☐Over 75%…great. If ☐Under 75%…You need to **A~D~D~I~C~T** your TC Programs

Ph-I/II Conversion Rate = (Total Ph-II Starts) ÷ (Total Ph-I Starts)

If ☐Over 75%…great. If ☐Under 75%…You need to **A~D~D~I~C~T** your TC Programs

OBS Conversion Rate = (Starts *from* OBS) ÷ (N.P. Exams *placed on* OBS)

If ☐Over 65%…great. If ☐Under 65%…You need to **A~D~D~I~C~T** your TC Programs

% *Patient/Family* Referrals (*established* practices should have a 50/50 DDS/Non-DDS referral ratio)

If ☐Around 50%…great. If ☐Way Off…You need to **A~D~D~I~C~T** your TC Programs

☐ We need this!

Is Your Team Training Effective?

Legal Orientation (required to legally get the new team member on board)

If ☐Done…great. If ☐Not…You need to **A~D~D~I~C~T** your Team Training Programs

Orthodontic Orientation (required to teach them YOUR way of practicing orthodontics)

If ☐Done…great. If ☐Not…You need to **A~D~D~I~C~T** your Team Training Programs

Comprehensive Training Program (to completely train new staff in weeks, not months)

If ☐In place…great. If ☐Not…You need to **A~D~D~I~C~T** your Team Training Programs

☐ We need this!

Do You Attain Your Goals?

Do you set Realistic Goals (goals that can be attained)

If ☐Yes…great. If ☐Not…You need to **A~D~D~I~C~T** your Goal-Attaining Programs

Do you Monitor those Goals Monthly (to see your *trend* in attaining them)

If ☐Yes…great. If ☐Not…You need to **A~D~D~I~C~T** your Goal-Attaining Programs

Do you CHANGE to meet those Goals (without change you will stay where you are)

If ☐Yes…great. If ☐Not…You need to **A~D~D~I~C~T** your Goal-Attaining Programs

☐ We need this!

A~D~D~I~C~T (**A**nalyze~**D**ecide~**D**esign~**I**mplement~**C**ritique~**T**weak) Systematic Management