OFFICE MANAGER DAILY CHECKLIST:

1. Morning meeting: Assist with or run the morning meeting to keep the entire dental team in the loop about the day’s schedule
2. Oversee scheduling: Assist treatment coordinators with patient scheduling and dental hygiene reactivation while keeping the daily revenue and appointment goals in mind.
3. Manage insurance claims: Contact dental insurance providers to discuss patient balances
4. Oversee marketing and public relations: Implement marketing strategies or manage a partnership with a marketing agency
5. Manage payroll: Oversee the hours worked by the dental team and send the payroll information to an accountant or bookkeeper
6. Close the office: Shut down the office at the end of the day