

Practice Focus Team Activity: Back to Basics

Scott has provided a team activity to use during your team meeting(s) to facilitate the execution of his Practice Focus of the month. Use the space below to document your action plan and record your victories.

Make a copy of this worksheet for each team member to complete and fax one "Master Worksheet" of the team's collective decisions to Tyrella at: (615) 807-3290.

This will allow DST to review and monitor your progress and either provide guidance or share in your victories (or both!).

1. Telephone:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

2. Hygiene:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

3. Family Referrals:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

4. Monitor Diagnosis/Treatment Planning:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

5. Team Satisfaction, Motivation and Focus:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

6. Follow-Up:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

7. Communication:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

8. Cash Flow/Payment in Advance/Collection *before* Production:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

9. Chart Reviews in Patient Records:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____

10. New Patient Experience:

Big Ideas/Breakthroughs: _____

Action Plan: _____

Divide and Conquer/Owner: _____
