

Monthly Success Package Instructions

Inside is your **December Monthly Success Package!**

Please review the following paragraphs for information about how to integrate this material into your team meetings.

- **Patient Engagement Theme:** This theme will span the entire month. Please make the team aware of the theme early in the month and use the included display materials (counter card) to notify patients of the month's theme.
 - National Days Calendar: Use this to find more ways to engage your patients on a daily and weekly basis.
 - Digital Files: We have provided an editable counter card (if you'd like to run a contest) and social media images that you can use. These items are located in our online portal. Contact Tyrella for access if you do not know your login.
- **Team Leadership:** Kevin has provided a monthly Team Leadership and Development topic for the team champion to utilize in coaching the team as well as weekly activities to promote growth in this area.
- **Practice Focus Team Training:** Scott's monthly team training includes an activity designed for each team member to complete and return to us.

The meeting agenda on the following page is a sample and can be followed for your team meeting to integrate our materials or you may create your own.

Topic/Facilitator	Preparation/Purpose
Opening statements-celebrate victories, report successes (5 Minutes)	
Listen to Scott’s Practice Focus Audio Complete the supporting team activity (30+ Minutes)	Make copies of the activity handout for each team member. <i>Optional:</i> Have team listen to the audio prior to the meeting to save time.
Read Kevin’s Team Leadership Message and complete the accompanying Team Leadership Activity (15-20 Minutes)	Make copies of the Message and activity handout for the team. You may choose to omit the weekly activities since you do not have weekly meetings.
Review the Patient Engagement Theme for the following month and discuss implementation (10 Minutes)	Be sure to edit the counter card you choose to use if you give patients the option to share their Pumpkin and utilize the digital files in the online portal. www.dentalsuccesstodayonline.com
Review overall Collection Goals and Progress/Production Goals/Case Acceptance (15 Minutes)	
Everyone to review New Patient flow and success of Treatment and necessary follow-up- team to discuss any gaps in the NP process that may need to be improved (10-15 Minutes)	New Patient Coordinator should come prepared with NP numbers for the month- could also use 5 Buckets tracking sheet here and each team member who “owns” each bucket presents the numbers for the month for each bucket
Everyone to address any Team related concerns or issues to be brought forth to Team Leader/Doctor (5-10 Minutes)	
Adjourn	

Contact Tyrella for the editable/digital version of this agenda template

Practice in Action and Practice Profit Accelerator Call

- Listen to the **Practice Profit Accelerator Call** to hear Scott and Kevin's responses to some of our most asked questions regarding practice growth.
- Check out our **"Practice in Action"** to see the winner of our monthly drawing!
- Be sure to hold on to the **"Share Your Success"** document for instructions to enter in the drawing each month. We want to celebrate your successes with you and see the positive changes you are making!

For any questions about this package, please contact Tyrella at Tyrella@dentalsuccesstoday.net.