

# Position Priorities

## Final Decisions & Commitment

Use this page to identify your Core Responsibilities for each position. Make your final decisions about which team members will own which responsibilities- you can separate each position by team member if you like. Fax your completed worksheet to Tyrella at (615) 807-3290.

**1. Front Desk:** \_\_\_\_\_

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**2. Dental Sales Department:** \_\_\_\_\_

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**3. New Patient Coordinator:** \_\_\_\_\_

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**4. Treatment Coordinator:** \_\_\_\_\_

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**5. Assistants:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. Hygienists:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**7. Doctor:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**8. Director:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What gaps in your core responsibilities did you identify? What positions will you re-align or shift? Do you need to add any team members to fill those gaps?

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