

Administrative Appointment Checklist

- Review treatment to be performed at next appointment (focus on benefits)
- Review appointment time expectations
- Review pre-operative instructions
 - ___ Good night sleep
 - ___ Good breakfast
 - ___ Favorite video and/or music
 - ___ Medications _____
 - ___ Other _____
- Review Treatment Consent Form with patient signature (and Dental Materials Fact Sheet, if applicable)
- Review post-operative instructions
- Schedule next follow-up appointment
- Collect pre-payment and give receipt
- Folder assembled with paperwork, treatment brochures, business card, and appointment card
- Congratulate patient on good decision