Dental Office End-of-Day Checklist
Dental Office End of Day Checklist:

Patient Appointments:
[ ] Confirm Tomorrow’s Appointments: Verify the schedule for the following day’s patient appointments.
[ ] Notify Patients: Reach out to patients for any schedule changes or reminders.
[ ] Call No-Shows: Contact patients who missed their appointments to reschedule.

Clinical Areas:
[ ] Sterilization and Disinfection: Ensure all instruments are properly sterilized and treatment areas disinfected.
[ ] Dental Chairs and Equipment: Clean and sanitize dental chairs, lights, and equipment.
[ ] Stock Supplies: Check and restock treatment rooms with necessary supplies.

Front Desk:
[ ] Insurance Claims: Submit insurance claims for treatments rendered.
[ ] Scheduling: Confirm that the schedule for the next day is accurate.

Administrative Tasks:
[ ] Update Patient Records: Input any new patient information or changes in records.
[ ] Document Treatment Notes: Ensure accurate and detailed notes for each patient’s treatment.
[ ] Verify Inventory: Review inventory levels for supplies and order as needed.

Facility Preparation:
[ ] Lights and Equipment: Turn off lights and power down equipment that isn’t needed overnight.
[ ] Lock Doors and Windows: Ensure all entrances and windows are securely locked.
[ ] Set Alarms: Activate security alarms to safeguard the premises.

Clean and Organize:
[ ] Waiting Area: Tidy up the waiting area and ensure magazines are organized.
[ ] Reception Desk: Clear clutter and organize any paperwork.
[ ] Common Areas: Clean and sanitize common spaces, including restrooms.

Task Review:
[ ] Check Completed Tasks: Review the checklist to ensure all items are completed.
[ ] Address Outstanding Items: Address any tasks that remain pending.
Supervisor Verification:

[ ] Supervisor's signature confirming the completion and accuracy of the end-of-day tasks.