

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:

- Billing and Payments: Process any pending payments and update patient accounts.
- 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.