

# HOW A MORNING HUDDLE

Can Optimize Your Technology



The first step in implementing practice-changing equipment and technology is making the initial investment. The next step, equally important, is ensuring that you actually use it to the benefit of both your patients and your practice.

Taking a thoughtful approach to how you pass the baton as a patient moves through the visit helps do that in a number of ways. It positions every member of your team as an expert with the patient's best interests at heart. It helps patients follow through on treatment plans. Best of all, it increases case acceptance, leading to healthier patients and a healthier practice.

A pass-the-baton discussion in your daily morning huddle is a simple way to maximize your technology. At right, you'll find more ideas you can implement.



## MEETING AGENDA



1

### OPENING

- Administrator:** Review last-minute changes so team members can update schedule and ensure commitments made yesterday are complete
- Doctor:** Relay results of yesterday's consults, care calls and outstanding patient issues
- All Staff:** Share equipment and technology success stories

2

### FOCUS ON NEXT WEEK

- All Staff:** Review patients scheduled or targeted for consults for one week from today
- Administrator and Doctor:** Schedule time for doctor and administrator to prepare for consults that would use your technology

3

### FOCUS ON TOMORROW

- All Staff:** Ensure you have everything you need to complete treatment plans scheduled for tomorrow
- All Staff:** Review tomorrow's schedule for optimal patient flow

4

### FOCUS ON TODAY

- Hygienist:** Review focus areas of yesterday's data and today's patients that have focus areas
- Treatment Coordinators:** Review focus areas of yesterday's data and today's patients that have focus areas
- All Staff:** Discuss, specifically, how you will pass the baton as patients move from one stage of the visit to the next
- All Staff:** Highlight how your investments in technology benefit your patients, and how communicating those investments can increase case acceptance

5

### CLOSING

- Administrator or Doctor:** Share a positive thought for the day

