

A11

Routine Calendar

Every recurring piece of the book's work, how often it happens, who does it, who does it when that person is out, and how anyone can tell it's done.

PRACTICE _____

DATE _____

CALENDAR Every line has two names

WHEN	WORK	TIME	WHO	BACKUP	DONE WHEN
Every day, at close	Checkout log and the day's count				
Stage-1 days	Stage-1 pull, newest first				
Stage-2 day	Stage-2 follow-up				
Every Monday	Weeks open ahead, checked and written on the huddle sheet				
Weekly	Stage-1 review with the office manager				
First Monday of the month	Stage 3 by letter				
First Monday of the month	Monthly recall record; the two-list line				
Monthly	Schedule open one interval ahead; lapses rebooked				
Every quarter	Interval review with the dentist				
Once a year per stage	Baseline month, one stage at a time; definitions reread and signed; this calendar reviewed				

Counts and totals only; no patient names on this sheet.