

## Zone Schedule Procedural Timing Reference

Successful zone scheduling accounts for time distributed between the doctor and dental assistant for the entire appointment, from the time the patient is seated to dismissed. Dental assistants play a major role in maintaining an efficient patient flow throughout the day and provide services independent of the dentist to maximize patient flow. It is most effective to identify the time needed by the dental assistant in addition to the actual time the doctor expects to spend with the patient by procedure. This is crucial when utilizing 2 columns to schedule the doctor; overlap can be in place during assistant only time. In the crown prep example below at 8:30am, the dental assistant seats and prepares the patient in the first 30 minutes (this includes waiting for anesthetic to take effect), the doctor prepares the tooth during the next 60 minutes and the dental assistant completes the appointment by preparing and placing the temporary crown, providing homecare instructions, dismissing the patient, completing chart notes and op turnover. In this example, the doctor is needed for 60 minutes of the 2-hour crown appointment. This allows staggered scheduling in a second column to increase efficiency and meet patient demand without creating chaos.

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			- May 6, 2016	
	0P-1	0P-2	OP-3	0P-4
00am :10 :20				
20 30 40 50 00am 10	Crosby, Brent L CmPiFHnM#22, ResCmP1#14, ResCmP2s#15, CmBidPin#22	Myers, Teri X LimitedEx - Ck Recession	X Jalisco, Javier X PeriodicX, 48WX, ProphyAd	Haddick, Ellie V Penodick, ProphyAd
10 20 30 40 50 00am 10 20		Alværez, Manuel X Resin2#11, EndoThsAn#11	X Nyman, Jeremy X PrScRtPHLL, PrScRtPHLR X	Haddick, Elhan PeriodicX, 48WX, ProphyAd
20 30 40 50 00am 10	Morrison, Carlee LimitedEx, PA1st		X X Xu, Tina X PeriodicX, 48WX, ProphyAd	2 Babu, Raj 2 PrSciRtPI-UR, PrSciRtPI-LR 2 2
20 30 40 50	Mendiola, Yesenia CmPiFHnM# 5	Roth, Madison LimitedEx, PA1st		
0pm :10 :20 :30 :40		Kraft, Bridgette LimitedEx, PA1st	X Froslie, Ali V PeriodicX, ProphyAd	X Weight, Will PeriodicX, 48WX, ProphyAd

KHART

Procedure	Assistant unit time*	Doctor unit time*	Assistant unit time*			
Crown Prep	3	6	3			
Limited EX	1	1	1			
Endo	1	7	3			
*10-minute units of time						

Doctors work at a different pace depending on the type of procedure and their experience. A separate Procedural Timing Reference should be completed for each provider. The provider and dental assistant should collaborate to complete this reference guide.

There will be times when diagnosed treatment does not clearly fit into the parameters outlined in the reference guide you prepare. In those cases, the assistant, hygienist, or doctor needs to identify time needed within the same parameter for proper scheduling. When route slips are used,



draw an "X", and fill in the number of 10-minute units needed so that restorative scheduling is less chaotic and more productive.

Crown prep example:



**Procedural Timing Reference** 

Provider:\_\_\_\_\_

Date: \_\_\_\_\_

Procedure	Assistant Time	Doctor Time	Assistant Time
Example: Crown Prep	3*	6*	3*
	*10-minute unit	l ts of time	

Please reach out to the Practice Support Team for additional support and customized scheduling strategies.

Dr. Joe Sample

			Dr. #1 (\$2700)		Dr. #2 (\$2,650)	RDH (\$2,400)	RDH (\$2,400)
	8:00	0	High Production			SRP or D4910	D1110, D4910
		0					
Use your own practice data		Х					
to determine daily production goals and time blocks needed.		X	crown + BU				
goals and time blocks needed.		Ŷ	implant crowns			\$296-370	\$140-420
The goal is to meet the production	9:00	x		0	High Production	D1110, D4910	D1110, D4910
goals without over extending		х		о	0	-,	-,
the doctor and team.		0		х			
		0		х			
Sample data used:		0	> ć1 800	X		¢140,420	¢140.420
Production Goals:	10:00	0	> \$1,800	X		\$140-420	\$140-420
Doctor: \$5200/day ( 480 recare exams = \$4,720/yr.)	10.00			$\hat{\mathbf{v}}$		D1110, D4910	D1110, D4910
RDH: \$2400/day		ŀ		Ŷ			
		0	New Patient	0			
		0	x-rays, photos, exam	о			
Historical Needs:		х		о	> \$1,800	\$140-420	\$140-420
25 new patients/month - 2/day	11:00	0	Low Production			D4910 Or SRP	Complete D1110
1 ER per day		X					for New Patient
286 quads SRP/yr - 6 per week		X			Emorgonau		PCHT
2570 hyg. Visits/yr - 54 per week Added hyg. Hours for NP growth				o X	Emergency (+ possible		Schedule back for SRP if indicated
44% high fee procedures		0	\$300	x	palliative trtmt)	\$140-420	\$140-420
40% perio mix.	12:00	┫		х		D1110, D4910 or SRP	D4910 Or SRP
		0	Low Production	о	\$190-370		
		х	Single fillings, extractions				
<u>MISC.</u>		х	sealants, child prophy	0	Low Production		
Avg. crown \$1400 w/out BU		Х		0	Child prophy		
B/U on 54% of crowns \$1684		0	\$300	0		\$140-420	\$140-420
No endo NP exam + pano \$312	1:00						
			LUNCH		LUNCH	LUNCH	LUNCH
			Lonten		Lonten	Lonich	Lonion
	2:00			0	Low Production	D1110, D4910	D1110, D4910
				X	1-2 fillings, extractions		
				x x	sealants, child prophy		
		0	Low Production	Ŷ			
		Х	1-2 fillings, extractions	0	\$300	\$140-420	\$140-420
	3:00	х	sealants, child prophy	Π		D1110, D4910	D1110, D4910
		х					
		Х		Ц			
		0	\$300		New Patient		
			No Production	0 V	x-rays, photos, exam	\$140-420	\$140-420
	4:00	o X	Redo	Â		5140-420 Complete D1110	SRP 0r 4910
	4.00	x	Redu			for New Patient	511 01 4510
		х		0	Low Production	PCHT	
		0	\$0		Single fillings, extractions	Schedule back for SRP	
				х	sealants, child prophy	if indicated	
	5:00			0	\$300	\$140-420	\$296 - 370

## Historical Needs:

## MISC.