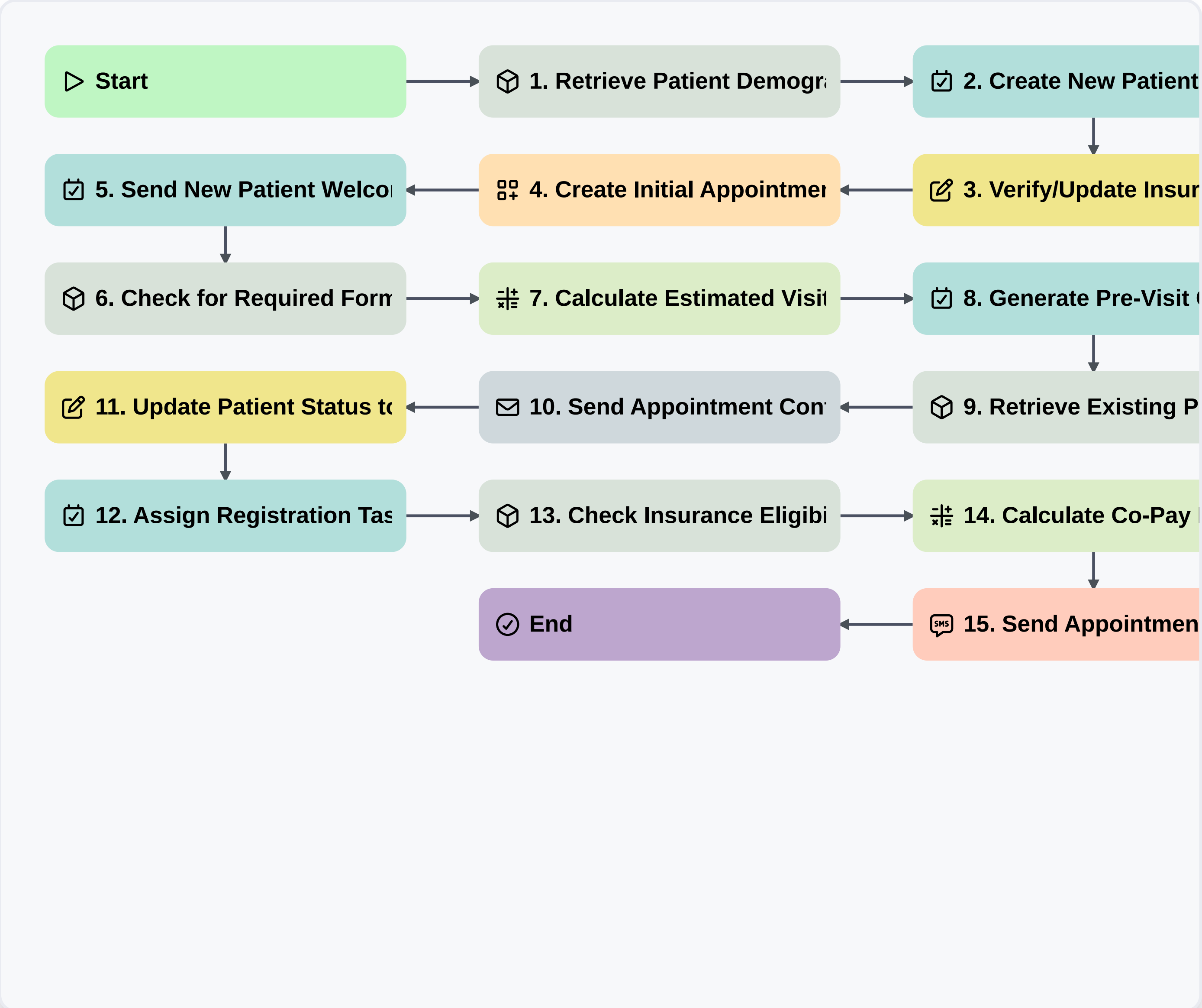
ChecklistGuro

Modern Dental Practice Workflow Guide: Enhance Efficiency With Our Management Solution



Start

Start of the Workflow/Process.

1. Retrieve Patient Demographic Information

Fetch existing patient contact details and insurance information.

2. Create New Patient Profile

Generate a new patient record within the dental system.

3. Verify/Update Insurance Details

Update patient insurance information using gathered data.

4. Create Initial Appointment Booking

Schedule the patient's first visit appointment slot.

5. Send New Patient Welcome Email
Automatically send welcome email with pre-visit instructions.

6. Check for Required Forms Completion
Verify completeness of necessary intake forms (e.g., medical history).

7. Calculate Estimated Visit Duration
Determine estimated appointment time based on services scheduled (e.g., exam + X-ray + consultation).

8. Generate Pre-Visit Checklist Items
Assign preparatory tasks to the patient or staff before the appointment date.

9. Retrieve Existing Patient History
Pull comprehensive treatment history and notes from the EHR.

10. Send Appointment Confirmation Reminder
Dispatch automated email confirmation to the patient before the appointment.

11. Update Patient Status to Active
Mark the patient file as fully activated in the system.

12. Assign Registration Task to Front Desk Staff
Create a follow-up task for the administrative team after check-in.

13. Check Insurance Eligibility Status
Look up current insurance coverage details for accurate billing.

14. Calculate Co-Pay Estimate
Compute estimated patient out-of-pocket costs based on services rendered and insurance rates.

15. Send Appointment Reminders via SMS
Send automated SMS reminder 24 hours before the dental visit.

End
Start of the Workflow/Process.