



Having an Effective Daily Huddle

WHY HAVE A DAILY HUDDLE?

- Sets the tone for the day
- Increases productivity
- Reduces stress
- Increases team communication
- Creates accountability
- Allows for optimum patient care
- Locates production opportunities

DAILY HUDDLE AGENDA

During your daily huddle, you should discuss **yesterday, today, and tomorrow.**

Your huddle should take 10-15 minutes. This is not the time for in-depth conversations. To keep the huddle productive and efficient, assign a team member responsible for keeping you on time.

YESTERDAY AGENDA

TOPIC	LEAD
Care calls made	RDA/RDH
What went right and/or wrong	Team
Brief review of patient compliance, per provider	Team
Production	FD
Collections	FD
No shows/cancellations	FD

RDA = Registered Dental Assistant
RDH = Registered Dental Hygienist
FD = Front Desk

TODAY AGENDA

TOPIC	LEAD
Production	FD
Collection	FD
Collection exceptions	Team
Radiograph/exam reviews	RDA/RDH
Are today's patients current in hygiene?	RDA/RDH
Patients with unscheduled treatment plans	Team
Same day dentistry opportunities	DR/RDA
Discuss New Patients	FD
Current events (birthdays, promotions, sports, etc.)	Team
Select 5 targets for referrals	Team
Where could emergencies fit in the schedule?	DR/RDA

TOMORROW AGENDA

TOPIC	LEAD
Production goals	FD
Schedule	FD
Lab case status	RDA
Supplies status	RDA/RDH



QUICK TIP

Depending on your Practice Management Software, you may be able to generate most of the information needed for your daily huddle with the click of a button.