


3 Months Before Opening

Timeline of Tasks



Finalize the **office policy manual** 

Create job descriptions 

Meet with a **Burkhart Account Manager** to start dental supply order 


Interview and hire front office staffing 

Join national and state dental associations


Purchase malpractice and liability insurance

Meet with CPA to develop your operating and personal budget

Incorporate front office systems 

Burkhart clients – set up a **complimentary coaching call with the Practice Support Team** to discuss staffing, marketing, and a website review 

Develop a **marketing plan** 

 This icon is a shortcut to the website referenced.

Notes

