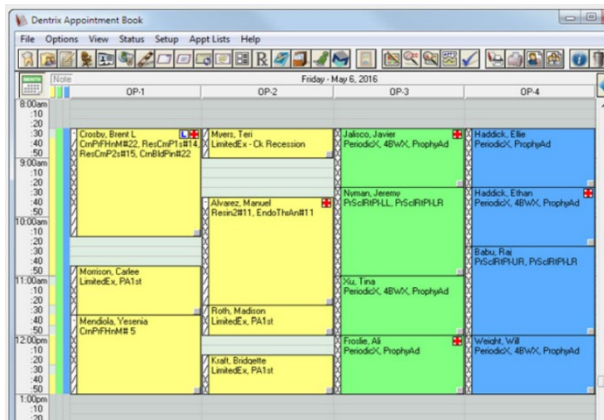




# Zone Schedule

## 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.



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,



# Dr. Joe Sample

X = Dr. time needed

O = Assistant time

Use your own practice data to determine daily production goals and time blocks needed.

The goal is to meet the production goals without over extending the doctor and team.

Sample data used:

**Production Goals:**

Doctor: \$5200/day  
( 480 recare exams = \$4,720/yr.)  
RDH: \$2400/day

**Historical Needs:**

25 new patients/month - 2/day  
1 ER per day  
286 quads SRP/yr - 6 per week  
2570 hyg. Visits/yr - 54 per week  
Added hyg. Hours for NP growth  
44% high fee procedures  
40% perio mix.

**MISC.**

Avg. crown \$1400 w/out BU  
B/U on 54% of crowns \$1684  
No endo  
NP exam + pano \$312

	Dr. #1 (\$2700)	Dr. #2 (\$2,650)	RDH (\$2,400)	RDH (\$2,400)
8:00	<b>High Production</b>  crown + BU implant crowns multiple units fillings  > \$1,800	<b>High Production</b>  > \$1,800	SRP or D4910 \$296-370	D1110, D4910 \$140-420
9:00			D1110, D4910 \$140-420	D1110, D4910 \$140-420
10:00			D1110, D4910 \$140-420	D1110, D4910 \$140-420
11:00			D4910 Or SRP \$140-420	Complete D1110 for New Patient PCHT Schedule back for SRP if indicated \$140-420
12:00			D1110, D4910 or SRP \$190-370	D4910 Or SRP \$140-420
1:00	LUNCH	LUNCH	LUNCH	LUNCH
2:00	<b>Low Production</b> Single fillings, extractions sealants, child prophylaxis \$300	<b>Low Production</b> Child prophylaxis \$190-370	D1110, D4910 \$140-420	D1110, D4910 \$140-420
3:00			D1110, D4910 \$140-420	D1110, D4910 \$140-420
4:00	<b>No Production</b> Redo \$0	<b>Low Production</b> Single fillings, extractions sealants, child prophylaxis \$300	Complete D1110 for New Patient PCHT Schedule back for SRP if indicated \$140-420	SRP Or 4910 \$296 - 370
5:00			Complete D1110 for New Patient PCHT Schedule back for SRP if indicated \$140-420	SRP Or 4910 \$296 - 370