



## WHAT IS A COMPREHENSIVE PRACTICE ANALYSIS?

A practice analysis is a comprehensive, two-day process in which I work with you and your team to really delve into the detail and nature of your business to find out where improvements – if needed – may be made.

The process begins with the completion (by you, the doctor) of an in-depth Questionnaire, which covers ALL of the following systems and procedures:

- Practice Profile
  - Structure
  - Work Schedule
  - Facility
- Personal Profile
- Marketing Assessment
  - Internal Marketing
  - External Marketing
  - New Patient Worksheet
- Systems Assessment
  - Appointment Scheduling
  - Payment Arrangements
  - Practice Safeguards
  - Recare
  - Huddles and Staff Meetings
  - New Patient Examination
  - Charting
  - Computer System
- Performance Tracking
  - Fee Assessment
  - Performance Tracking Worksheet:
    - Office Production

- Performance Tracking Worksheet:
  - Doctor Production
- Performance Tracking Worksheet:
  - Hygiene Production
- Performance Tracking Worksheet:
  - Collections for Doctor
- Personnel Expense
- Expense History and Projection
- Expense Questions
- Staff Questionnaire

The Practice Analysis lays the foundation for implementation of one or both of the following:

Annual planning & goal-setting session  
(Time commitment: one day per year.)

A 12-18 month comprehensive consulting program, which includes instruction and training on these office systems:

- > productive meetings
- > new patient exams
- > appointment scheduling
- > payment arrangements
- > recare

**For more information:**

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