

	CURRENT	MOVED TO
INTAKING INITIAL PATIENT PHONE CALLS		
CONFIRMING DAILY APPOINTMENTS		
MAINTAINING THE DAILY SCHEDULE		
MAILING NEW PATIENT PACKET		
INTAKING AND VERIFYING INSURANCE INFORMATION		
TAKING PATIENT X-RAYS AND PHOTOS		
INITIAL EXAM LETTERS FOR PATIENTS/PARENTS		
INITIAL EXAM LETTERS TO REFERRING DOCTORS		
REFERRAL "THANK YOU" TO PATIENT/DOCTOR		
PREPARING/PRINTING CONTRACTS/COUPONS		
PRESENTING CONTRACT/INFORMED CONSENT		
TAKING RECORDS		
PLACING SEPERATORS/ FOOD LIST-OHI INSTRUCTION		
MAKING PRE-CONTRACT FINANCIAL CALLS		
SENDING /FOLLOWING UP INSURANCE SUBMISSIONS		
FOLLOWING UP ON OVERDUE ACCOUNTS		
SCHEDULING NEXT APPOINTMENT/DESK COVERAGE		
SENDING RECALL CARDS/MAKING FOLLOW UP CALLS		
CALLING INITIAL EXAMS NOT YET SCHEDULED		
MAINTAINING INTERNAL/EXTERNAL MARKETING		
SCHEDULING DOCTOR LUNCHES/MEETINGS		
SENDING LETTERS TO UNSCHEDULED PATIENTS		
PREPARE SURPRISES FOR DEBAND APPOINTMENTS		
TRACKING BANDED PATIENTS FOR SCHEDULING		
FOLLOWING RETENTION PATIENTS		
SENDING FINAL LETTER TO REFERRING DOCTOR		
COORDINATING LAB WORK/LAB TRACKING		
CLOSING DAY/DAY SHEET		
ORDERING SUPPLIES FOR OP & TRACKING		
ORDERING SUPPLIES FOR DESK & TRACKING		
REVIEWING MONTH END REPORTS WITH DOCTOR		
MANAGING COMPUTER ISSUES		
MANAGING DOCTOR'S CORRESPONDENCE(IN & OUT)		