



CUE CALENDAR

A list of monthly to-dos to keep your practice compliant, competitive, and **classy** all year long!

<p>JANUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain updated fee schedules from all contracted PPOs <input type="checkbox"/> Obtain NDAS Report for fee analysis <input type="checkbox"/> Begin fee analysis <input type="checkbox"/> Create social media calendar for the year <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Update website <input type="checkbox"/> Credentialing check and plan for the year (Includes licenses, cpr, osha, alls, ce, etc.) <input type="checkbox"/> Team Building and goal sharing with team 	<p>FEBRUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase fees <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting
<p>MARCH</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st quarter goal check <input type="checkbox"/> Performance reviews <input type="checkbox"/> Team appreciation lunch <input type="checkbox"/> Expenses analysis <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team Meeting <input type="checkbox"/> Carpet/office cleaning and spruce-up 	<p>APRIL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Big focus on reappointment to prepare for "Sucktember" <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> New patient special/initiative (helps prepare for "Sucktember")
<p>MAY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduation/Wedding whitening specials <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting 	<p>JUNE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd quarter goal check <input type="checkbox"/> Performance reviews <input type="checkbox"/> Team appreciation lunch or team building event <input type="checkbox"/> Expenses analysis <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting



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<p>JULY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community outreach <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Reactivation campaign w/whitening special 	<p>AUGUST</p> <ul style="list-style-type: none"> <input type="checkbox"/> First reminder for EOY benefits (send via email) <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Sports guards special
<p>SEPTEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3rd quarter goal check <input type="checkbox"/> Performance reviews <input type="checkbox"/> Team appreciation lunch <input type="checkbox"/> Expenses analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Back-to-school invisalign/whitening special <input type="checkbox"/> New patient special <input type="checkbox"/> Monthly metrics analysis report 	<p>OCTOBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monthly metrics analysis report <input type="checkbox"/> Team meeting <input type="checkbox"/> Begin process of renegotiating insurance fee schedules <input type="checkbox"/> Carpet/office cleaning and spruce-up
<p>NOVEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Second reminder for EOY benefits (send via postcard) <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Food drive/coat drive/community outreach 	<p>DECEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> 4th quarter goal check <input type="checkbox"/> Performance reviews <input type="checkbox"/> Team appreciation lunch <input type="checkbox"/> Expenses analysis <input type="checkbox"/> Set calendar for next year (days off, special projects, birthdays, etc.) <input type="checkbox"/> Create goals for next year (Production, collections, active patients, etc.) <input type="checkbox"/> Monthly metrics reports analysis <input type="checkbox"/> Team meeting <input type="checkbox"/> Team holiday party