



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:

Marsha Pilgrim
MSP Consulting
Tel: 715.559.8745
mlspilgrim@sbcglobal.net