

**Department:** Dental

**Policy Number:** HHS- 5138-D

**Attachments:** \_\_\_\_\_

**Policy Title:** Patient Flow

**Date:** June 20, 2013 **Revised:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** 9/25/13

**Policy Statement:**

Ne IA Shing Dental Department staff will coordinate patient scheduling to the best of their abilities.

**Purpose:**

To allow for time allotted for patient and staff needs within the dental clinic.

**Procedure:**

Maximum number of patients per provider = 8 patients total in the am, and =8 patients total in the pm.

- Up to four scheduled patient's treatment, with one add in for post op, delivery, or cementation when time allows.
- Toothaches with pain, swelling, etc. will be worked in as possible, but cannot exceed the total 8 patients.
- After maximum patient level reached toothaches can wait for a no show.