

## **Cross Training ideas (Each one, teach one)**

### **Clinical:**

- Seating Patient
- Pre-Op Discussion
- Taking Diagnostic Films
- Developing Diagnostic Films
- Pouring Study Models
- Preparing Case for Lab
- Post-Op Discussion & De-brief of patient
- Cleaning Operatory
- Packaging instruments for sterilization
- Re-sterilizing Instruments
- Re-stocking room
- Putting supplies away
- General Assisting
- Documenting Dental Visit

### **Administrative:**

- Answering phone
- Scheduling new patient
- Scheduling hygiene appointment
- Scheduling operative treatment
- Financial arrangements
- Collecting payments
- Posting treatment
- Posting payments
- Determining Estimated Insurance Payment and Estimating Amount Due By Patient
- Handling Objections
- Asking for Referrals
- Attending Consultation and Documenting Discussion
- Ordering Office Supplies
- Putting Away Office Supplies
- Pulling Charts for Next Day
- Filing Charts
- Making New Charts (if have paper charts)