Morning Huddle Policy

All office staff must gather at 8:40 a.m. for the daily morning huddle at the beginning of the work day. At the latest, this meeting should occur before 9:00 a.m.

The purpose of the morning huddle is to align all staff and coordinate the surgeries/appointments and schedule for the day. This is also an opportunity to have any questions answered.

The office manager runs the morning huddle and must

* Examine the surgeries scheduled for the day
* Ensure all pertinent records were studied and go over any particulars to the surgeries that need to be discussed
* Review the office schedule and expectations for the day
* Ensure the dental assistants are studying the charts of patients who are scheduled for surgeries the following week

All office staff must attend the morning huddle unless it is their scheduled day off. The office manager is responsible for ensuring this policy is followed and maintained.

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