



To Organize or To Organize...That is the Question.

But there are no Shakespearian doubts here. There is no choice. And if you want to choose, then please choose the **non-option** at the right...



Or the only option:



Business wise, the image at the top right gives a terrible impression about you, but the other images to the left tell your patient that you are absolutely organized and neat. In English this means that dentists following the images to the left can, will and should charge

their patients higher than dentists following the top right image. Don't ask why, instead put yourself in the patient's shoes and ask yourself –as a patient- the same question.

In terms of quality, this indicates the kind of care and quality of work and work atmosphere you have, and this is not something you just do for your own enjoyment and ease of work, it is something your patients can see, and they do admire such details, especially when they see the opposite in other clinics.

In terms of standardization, this makes your life much easier; your assistants should be trained to set up the trays for each type of treatment in the same manner using a checklist, even an image or a picture to show the sequence of the items on the tray so it is delivered the same ... every time. Thus they, or even you, would reach with your hand and get the item you want even without looking at the tray because each item is in its exact place every time. Imagine when you are driving and looking at the road, you

need to reach your hand out to shift gears, but don't need to look every time and search for the gear stick.

This is for one reason; it is always there in the same place. So drive your clinic.

Color coding is one of the important tools in organizing your work; imagine if all the endodontic files were one color??? Endo treatment would have been a nightmare (especially after the age of 40). So if color coding made the endo treatment easier, why not colorize your office?

I wanted to give an example here, and at the same time, I didn't want to re-invent the wheel. So I found a company that already has a very smart color coding and organization system...Zirc ® Company. You can set your own system, or follow any other available system, this is just an example that I found available and convenient.

The system starts as follows:

1- Select a color for each procedure or service you provide:

For example, you will select the teal color for endo, neon purple for C&B, and neon blue for composite, and so on. You can apply this not only for the trays or instruments, but for all related issues.

2- If you have more than one dentist, select a color for each dentist

For example, Dr. Heikal would be neon yellow; Dr. Sami would be neon pink. But if you are a solo practitioner, then skip this step.

3- Asses the number of procedures (on average) you do weekly

Crown & Bridge = 12 per week

Endo = 6 per week

Composite = 12 per week

4- Determine quantity of Trays, Cassettes and Bur Holders you will need for each procedure.

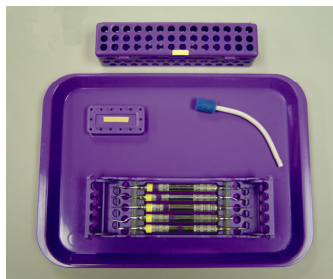
Take your configured numbers from step 3 and divide them by 4. Four represents the number of days your clinic operates every week (always round your numbers up as in the endo case).

Example:

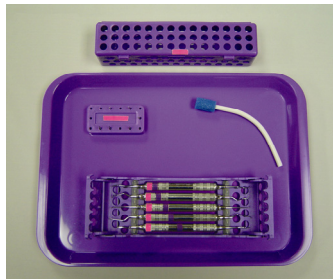
Crown & Bridge = 3 neon purple Trays, Cassettes and Bur Holders needed

Endo = 2 teal needed

Composite = 3 neon blue needed



Dr. Heikal (Neon Yellow)



Dr. Sami (Neon Pink)

If you run a group practice, then you should follow steps 3 and 4 for each doctor. So, for crown and bridge all trays would be ordered in neon purple BUT for “Doctor Heikal” he would apply neon yellow tape on his trays and “Doctor Sami” would apply neon pink tape on his trays. Therefore each doctor would use rings and tape to mark their holders/containers. The PRODUCT

color signifies the procedure and the Tape/Rings color signifies the doctor.

[1] Solo Clinic: Place color code ID Rings on all hand instruments in the corresponding procedure color

[2] Group Clinic: Group clinics would use two different ID rings on each hand instrument. One color would signify the procedure (Neon Purple is for

Crown & Bridge) and the other color would signify the doctor (Neon Pink is for Dr. Sami).

[3] Instrument Order: The ID ring should be placed at a diagonal. This indicates to the assistant the order in which the doctor will be using the instruments.

5- Material Management

The next step in setting up your color code system is organizing your materials by procedure. This starts by removing your materials from your operatory drawers and utilizing a more efficient alternative, the “Procedure Tub”.

You will need one Tub per procedure (High volume procedures and group clinics may demand additional tubs).

All Tubs are suggested to be stored in a common area such as “central sterilization”. Or they may be stored in the operatory.

Tubs are used as a way to transport items from your central sterilization to the operatory and back again.

Materials used during the procedure are delivered from the Tub to the doctor, keeping your procedure tray free for instrumentation.



At the end of the day, materials are wiped down and Tub is stored. Both Trays and Tubs can be stored in Racks.

Using a color code system will result in achieving three main objectives:

1. **Improved productivity: Save a minimum of 1 hour each day**
2. **Improved infection control**
3. **Reduced confusion for dental staff**

A Final Word: More work on organization means less mistakes, less time wasted, more productivity and better representation of your practice. If you are looking for assistance with setting up your own color code system, Zirc has an interactive guide online which takes your data and generates a suggested “Organizational System” based on your selections. For more information, visit www.zirc.com.