



Because Time Is Everything

# ORGANIZATIONAL CHECK LIST

Office receives 1 point for each  checked box

Total points at the bottom of the page

## COLOR CODE SYSTEM

- Each procedure is identified by color
- Instruments are color coded with ID Rings or Tape
- Office is utilizing instrument cassettes
- Burs are stored in matching colored Bur Holders
- Cassettes and Bur Holders are stored on Covered Trays

## TREATMENT ROOM

- Counter tops are clutter-free
- Cabinetry is well organized
- Procedure Specific Dental Materials are stored in Procedure Tubs, opposed to drawers & cabinets
- Limited number of accessible pouched, single instruments are stored in drawers or cabinets (in the event one is dropped during a procedure)
- There is a nearby waste receptacle, or other method to discard used disposables during the procedure
- Disposable products: gloves, cotton rolls, gauze, anesthetic, masks, etc. are stored in drawers or cabinetry

## STERILIZATION CENTER

- Counter tops are clutter-free
- Cabinetry is well organized
- Clean/dirty areas are clearly defined
- Open counter space on "clean" side, for preparing chairside procedure trays & re-stocking tubs
- Instrument set-ups stored on racks or in cabinetry & are easily identified by procedure
- Procedure Specific Materials are organized & stored in color-coded Procedure Tubs with Cover
- Overstock inventory such as composite, etch, retraction cord, etc., is organized in cabinetry for easy restocking of the Tubs

## ADDITIONAL OBSERVATIONS

- The practice appears to generally stay on schedule
- Doctors and Team members appear to be happy, calm and unhurried
- Team members are rarely needing to leave during a procedure to find missing instruments or materials
- Dirty Instruments are stored and transported in a leak-proof covered container to comply with OSHA & CDC Standards

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**Total :** \_\_\_\_\_

20 - 25 = **A**wesome; 15 - 20 = **B**e attentive; 10 -15 = **C**ould be better; 5 -10 = **D**evelop a plan