

Get Organized!

We use organization every day, week, month and year without even thinking about it. It becomes a routine to the way of life and how things are executed and accomplished. The biggest problem with organization is when and how to use it. With excuses like “I don’t have time to sit down and strategize”, or “I can’t afford to start over”, or “I don’t think it could benefit me enough” leaves the process of organization with a bad taste in the mouth.

How would we get up every morning, put on clothes, drive in our vehicles, purchase a caffeinated beverage, park our vehicle at work and clock in without organization? If we didn’t have it, at 9 o’ clock in the morning there would be a lot of half dressed, half asleep people driving endlessly with no idea about what they were supposed to do for the day. Organization is everywhere.

During the economic down turn our doctors have probably placed out "A call to action"- save materials, maximize chair time, get organized and create new strategies. Now is the time!!!! Placing tub bins and utilizing instrument and bur holders in the practice may be your answer. Saving time... saving products... but even bigger, getting organized.

How does this pertain to you? In the dental office there are many instruments, materials, and procedures that are utilized on a daily basis. These items can easily be misplaced or forgotten about, and that can create a problem with the procedure, the appointment and even the schedule for the doctor during a dental procedure; which leads to frustration, disappointment, and even less organization which costs money and time in your practice. **Your answer:** Color-coding your procedures is the solution for increasing your efficiency and productivity. Each procedure in your practice is assigned a color.

Here are some ideas that make organization seem uncontestable. 1.) Start out with purchasing a tub for one of your procedures. 2.) Place all the materials necessary for the procedure in the tub. 3.) Store it in a centralized location designated for procedure materials (Ex: central sterilization). 4.) Start watching the savings on materials add up and the frustration of the doctor reduce.

The next time you are going to perform that procedure you have everything in one place and in one portable container, and you are ready for the procedure. Right there you’ve saved the time it would take to gather all the items together. It may not seem like much time, but if performed for each daily procedure, the spared minutes will add up quickly. After the procedure is over and it is the end of the day, you restock that tub with the appropriate tools and materials again and place it back into that central area.

No more stocking each operatory! You now have portable bins of materials which can be used in any room.



Impressed? You have now made the first step to organizing...Take it one step further. Solution: buy an instrument cassette to hold your hand instruments, and Bur/Endo Holders to organize your burs and files. This will keep your items separate and easy to locate during the procedure...not to mention they will be protected during the sterilization process. Now you are saving on setup time for your procedure and being more efficient during the procedure with everything organized.

Do you need more? If you add a tray to your procedure along with the tub, cassette and Bur/Endo Holders, you now have the ability to keep the consumables in the tub to hand to the doctor and the tray may be used strictly for instrumentation. This creates less confusion when looking in the tub and the tray with the instrument holders displays your instruments in an orderly and uniform setup for easy recognition. The best tray solution is to look for one that offers a cover that can be locked-on to the tray. A locking cover will keep your instruments safe prior to the procedure and after the procedure during transportation to sterilization.



Other great steps to add to organization!? Once you have an organized setup for one procedure and want to continue to keep that “system” for your others, then you need to utilize color coding further into your routine. By now, you should have established an assigned color for each procedure in your practice. Be sure to use Color Code Rings and Tape to I.D. your instruments and tools so they do not get mixed in with other procedures. Color Code Tape can even be used on other items such as Cassettes, Tubs, drawers, etc...With procedures color coded it is easy to locate and retrieve a specific procedure because of color recognition. All it takes is a sheet of paper with the procedure name and the assigned color next to it, and that way everyone in the office is aware of what the color coding system is and what to look for. This saves large amounts of time because there are less people wandering around trying to find and gather items, and it allows for a faster patient turnaround which will reduce the time frame of your procedure processes. It also saves on space and inventory. I recommend utilizing your sterilization area as the headquarters to your pre-prepared procedures and the closet in the back as your supply room

Organization creates a more efficient sterilization. With a color code system implemented into your procedures, sterilization becomes that much easier. Having color coded rings or tape on your instruments makes it simple to put the blue labeled instruments into the blue cassette with the blue tray and blue tub,.

In the end . . . organize it first; benefit from it second. There are many ways that you can organize your dental supplies. Saving money in this economic time is important to the success of the practice. This is a great way to save money, maximize your product supply, get organized and become more efficient during daily procedures.

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Ms. Hollie Wise-Bryant is a meticulous, organized, articulate professional skilled in numerous aspects of clinical assisting, teaching, practice management, product development and private consulting. She is a highly acclaimed motivational speaker, team coach, and mentor and has over 9 years experience in all aspects of dentistry. A distinguished author of numerous professional publications, pioneer of new dental assisting techniques and products, she also serves on the advisory boards for numerous dental manufacturers. Ms. Wise-Bryant currently serves on the editorial review board for multiple dental publications and has several active internet-based blog forums. She is extraordinarily passionate about the importance of educating the entire clinical team and achieving the ultimate dental practice through a total team experience.