

ORGANIZING BOARD (DENTIST) FUNCTIONS

OWNER
|
OFFICE MANAGER

COMMUNICATIONS EXECUTIVE

PRODUCTION EXECUTIVE

PR OFFICER

COMM. DIVISION (1)

QUALIFICATIONS DIVISION (5)

EXECUTIVE DIVISION (7)	<u>PERSONNEL DEPT.</u>	DISSEMINATION DIVISION (2)	TREASURY DIVISION (3)	TECHNICAL DIVISION (4)	<u>VALIDITY</u>	PUBLIC DIVISION (6)
<p style="text-align: center;"><u>EXECUTIVE DEPT.</u></p> <p>Does the organization's planning. Coordinates and gets the functions of the organization done. Keeps the organization solvent, viable, producing and expanding in all its divisions and departments.</p> <p style="text-align: center;"><u>EXTERNAL AGENCIES LIAISON DEPT.</u></p> <p>Handles the external environment of the organization. Maintains proper governmental relations and cares for legal affairs.</p> <p style="text-align: center;"><u>DEPT. OF THE OWNER</u></p> <p>Sees to it that the technology and policy of the organization is followed without deviation. Keeps the organization's premises in good repair and acquires additional space to accommodate expansion. Sets long term goals for the organization. Also included in this office is the Chief Financial Officer and Board of Directors.</p>	<p>Hires eligible staff and properly places them for the benefit of the individual and the organization. Gets new and existing staff hatted and apprenticed to do their jobs.</p> <p style="text-align: center;"><u>COMMUNICATIONS DEPT.</u></p> <p>Sets up standard communications systems and gets in established communication routes so all communications are swiftly and properly handled. Makes sure that correspondence to and from the organization's public arrive and is swiftly handled.</p> <p style="text-align: center;"><u>INSPECTIONS & REPORTS DEPT.</u></p> <p>Collects and accurately graphs the organization's statistic for executive use. Maintains a high level of ethical behavior among the staff. Inspects the organization's activities so any difficulties inhibiting expansion are detected and reported upon to the proper executive for swift resolution.</p>	<p style="text-align: center;"><u>MARKETING DEPT.</u></p> <p>Does informative mailings, magazines and other promotion based on survey results, to new and existing public. Done in such a way as to create a demand for the practice's services and products so these are acquired in a viable quantity.</p> <p style="text-align: center;"><u>PUBLICATIONS & PRODUCTS</u></p> <p>Stocks education material (audio, video, books, etc.) so they are readily available. Also stocks any products resold through the practice and ensures they are swiftly delivered to individuals who purchase them.</p> <p style="text-align: center;"><u>PATIENT EDUCATION DEPT.</u></p> <p>This department is responsible for signing patients up for needed treatment plans, including handling finance and getting the patient paid up and over to the Technical Division to start services. Maintains correspondence with patients who have expressed an interest in the office's services to the end of getting them signed up and onto the service(s) that will help them.</p>	<p style="text-align: center;"><u>DEPT. OF INCOME</u></p> <p>Handles and records incoming funds received in exchange for the organization's products. Works with the Department of Patient Education collecting fees as needed from patients including interaction with insurance companies (i.e. estimating, filing, following up and posting). Accurately maintains customer accounts.</p> <p style="text-align: center;"><u>DEPT. OF DISBURSEMENTS</u></p> <p>Disburses funds for purchasing and the payment of all bills, so that org's financial obligations are fulfilled and the other divisions have the wherewithal to produce their products.</p> <p style="text-align: center;"><u>DEPT. OF RECORDS, ASSETS & MATERIEL</u></p> <p>Handles the organization's supplies, keeps precise records of all financial transactions, does necessary bookkeeping and financial reports and preserves assets and reserves.</p>	<p style="text-align: center;"><u>TECHNICAL SERVICES</u></p> <p>Schedules technical delivery of the practice for maximum efficiency, productivity and service to the public.</p> <p style="text-align: center;"><u>PREPARATION</u></p> <p>Handles any preparation associated with the production of the office's products - dental supply inventory and ordering, stocking, sterilization, room prep, etc.</p> <p style="text-align: center;"><u>PRODUCTION</u></p> <p>Delivers the products and services of the organization. This department would include all providers in the practice.</p>	<p>Ensures that patients who have been treated by the office are satisfied and that their treatment was done correctly and to a high standard. Routes anything needing correction to the Correction Dept.</p> <p style="text-align: center;"><u>ENHANCEMENT</u></p> <p>Cares for the staff as individuals so they become fully trained in all aspects of their jobs and organizational policy and technology and become competent, contributing group members.</p> <p style="text-align: center;"><u>CORRECTION</u></p> <p>Observes for any flubbed products and ensures they are corrected. Also reviews staff actions and corrects them where needed so technology and policy are applied with superb results.</p>	<p style="text-align: center;"><u>PUBLIC INFORMATION</u></p> <p>Sees to it that the appearance of the organization and its personnel are excellent. Makes the organization and its services and products well known to the community. Holds and attends introductory-type events to introduce prospective patients to the office and its products.</p> <p style="text-align: center;"><u>REFERRALS</u></p> <p>Establishes and runs patient referral programs. Establishes and maintains alliances and networking opportunities with other businesses, professionals and organizations in the community.</p> <p style="text-align: center;"><u>PUBLIC RELATIONS</u></p> <p>Maintains positive PR Area Control within the community by making the organization and its products well-known and well thought of.</p>