Bountiful Office

3387 Orchard Drive Bountiful, UT 84010 stubbsdentalutah@gmail.

com

Phone: 801-685-1163 Fax: 801-813-0046 **Layton Office**

1916 N 700 W STE 100

Layton, UT 84041 stubbsdentallayton@gma

il.com

Phone: 801-335-4223 Fax: 801-939-5901 **Murray Office**

5872 S 900 E STE 202

Murray, UT 84121 murray@stubbsdental.co

m

Phone: 385-210-0323 Fax: 801-939-6010 Lehi Office

3082 W Maple Loop Dr Suite 175, Lehi, UT 84043

lehi@stubbsdental.com Phone: 385-237-4292 Fax: (385) 422-3301

PHONE EXTENSIONS

Bountiful Office

1100 - Front PCC 1101 - Front OD

1102 - Insurance -

Megan S.

1103 - HCI

1104 - Front Scheduling

Manager

1107 - Scheduling - Jovia

1205 - Scheduling- Kara 1208- Scheduling- Aspen

1210-Scheduling-Aspe

Training

1211- Scheduling

Training

1212-Scheduling-Makayl

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1105- Denture Solutions 1106- Denture Solutions **Layton Office**

1200- Front Desk

1201- Front Scheduling

Manager 1202- HCI

1203 - Insurance - Silvia

1206- Scheduling -

Chasity

1207- Front OD

1209- Scheduling -

Hannah

1213 - Scheduling -

Jordan

1214 - Insurance -

Ashley M.

Murray Office

1301- Front OD 1302- Front PCC

1303-Front Scheduling

Manager 1304-HCI

1305- Scheduling

-Brigette

1306- Insurance - Saige 1307-Insurance - Alena Lehi Office

1401 Insurance - Autumn

1402- Front PCC- Malia

1403- Scheduling Manager- Kelsea 1404- HCI-Margot

1405-OD -Nikki 1406- Back Office

(Stacy)

WORK EMAILS

Central Office:

CFO: astubbs@decisionsupportllc.com
COO: estubbs@decisionsupportllc.com
Regional Director: blanca@stubbsdental.com

HR Director: hr@stubbsdental.com
HR team: maddy@stubbsdental.com
Account Director: accounting@stubbsdental.com

Accounting team: shannon@stubbsdental.com, aurora@stubbsdental.com

HCI Director: serena@stubbsdental.com
Marketing Director: marketing@stubbsdental.com
Marketing team: ben@stubbsdental.com
Scheduling Trainer: kara@stubbsdental.com

Scheduling Department: scheduling@stubbsdental.com
Insurance Director: stacy@stubbsdental.com
Insurance team: insurance@stubbsdental.com

Doctors:

David Stubbs: <u>dstubbs@stubbsdental.com</u> Jim Willardsen: <u>jwillardsen@stubbsdental.com</u> Kris Kuchenmeister: kkuchenmeister@stubbsdental.com
Shane Phillips: sphillips@stubbsdental.com
Douglas Loveland: dloveland@stubbsdental.com
Riley Robinson: rrobinson@stubbsdental.com
Dennis Blume: dennisblume@stubbsdental.com

Bountiful Office Layton Office Murray Office Lehi Office Office director: Office director: Office director: Office director: staceyskyes@stubbsdental. jen@stubbsdental.com danya@stubbsdental.com nikki@stubbsdental.com com HCI HCI HCI HCI diana@stubbsdental.com delena@stubbsdental.com margot@stubbsdental.com serena@stubbsdental.com Scheduling manager: Scheduling manager: Scheduling manager: sarah@stubbsdental.com miya@stubbsdental.com kelsea@stubbsdental.com Scheduling manager: athena@stubbsdental.com Clinical lead: Clinical lead: Clinical lead: Clinical lead: kimberly@stubbsdental.co leah@stubbsdental.com bk@stubbsdental.com sasha@stubbsdental.com Surgical Trainer: Insurance:autumn@stubbs bk@stubbsdental.com Insurance: Insurance: dental.com meganstanton@stubbsdent silvia@stubbsdental.com ashley@stubbsdental.com Insurance: alena@stubbsdental.com saige@stubbsdental.com

	TREATMENT	STARTING PRICES	
Adult Prophy w/cleaning	\$150.00	Implant	\$1,699.00
Child Prophy w/cleaning	\$50.00	Partial Denture	\$900.00
Perio Maint	\$121.00	Full Denture	\$1,200 per arch
SRP's per quad	\$200.00	Snap on Denture 2 implant one arch	\$9,000.00
AO4 Cleaning	\$240.00	Snap on Denture 4 implant one arch	\$10,000.00
Fluoride	\$15.00	AO4 1 arch with 20% off	20,000.00
Peridex Mouthwash	\$15.00	AO4 upper/lower(with zirconia) with 20% off	\$40,000.00
Limited	\$62.00	IV Sedation	\$360.00/hr
Fillings	\$145.00	Orthotic occlusal device	\$500.00
Crowns	\$599-\$850w/BU	Night Guard	\$300.00
Root Canal	\$400.00	Clear Correct	\$4,500.00
Extraction	\$150.00	In office Bleaching	\$350.00
Surgical Extraction	\$200.00	Whitening Trays	\$200.00
Flipper	\$200.00	Whitening Gel per syringe	\$15.00
		Whitening Strips (Sheer)	\$50.00

TOP INSURANCE COMPANIES			
WE	DO NOT WORK WITH MEI	DICAID, HMO or DHMO PL	ANS
AETNA	BLUE CROSS	BLUE CROSS/ BLUE SHIELD BCBS	CIGNA
DELTA DENTAL	DENTAL SELECT PLATINUM (out of network with gold) say we accept most dental select plans	DMBA	EMI
GEHA	GUARDIAN	HUMANA	MEDICARE - PPO ONLY
METLIFE	SELECT HEALTH	UNITED CONCORDIA	UNITED HEALTHCARE

If they do not ask about insurance, do not bring it up until after they are completely scheduled.

Do you accept insurance?

A1: "We work with all insurance plans, excluding Medicaid, to maximize your allotted benefits and we will conduct a complimentary benefits check for you when you come into our office.

A2: "I would hate to misquote your insurance benefits. Many patients find it helpful to call the customer care number listed on the back of their insurance card. We will conduct a complimentary benefits check when you come into the office for your free consultation so you will know exactly what your plan covers before incurring any charges."

Are you in network with ?

A: (Yes) Absolutely, and we'll be happy to do a complimentary benefits check for you when you come in.

A: (No) We are considered out of network but we have plenty of patients who have _____ insurance and choose to come here because of our exceptional quality care that we provide. When you come in, we can discuss payment options with you.

Do you accept Medicaid?

A: "We accept all patients, however, we are considered out of network with Medicaid. However, our Medicaid patients choose one of our other payment options for their treatment."

A: (Patient wants to schedule elsewhere) If your circumstances ever change, please let us know, and we would love to serve you and welcome you as a new patient."

Scheduling Institute Tips

- Patients are calling for a reason, they want to schedule!
- Know your schedule, be aware of next available appointment openings.
- All answers should be brief, inviting, and worded in a way that does not lead to more questions.
- Avoid the word "Can." Use "May" instead.

- Avoid answering the patient's questions with a yes or no. Say "absolutely" or "actually" instead.
- Do not use clinical verbiage. This can confuse or overwhelm the patient and invite more questions.
- Take control by saying "when you come in."

- Avoid all money talk and revert back to the complimentary consultation verbiage.
- Never put a new patient on hold.
- Never leave the answers open ended by asking "What time would work best for you?"
- Never say "I have" or "we have" when offering appointment times.
- After tiering down with the dual alternative close, say "Would an appointment on at _ work for you?"

- Avoid long pauses and dead air.
- If they don't ask, we dont tell. Especially with insurance.
- We are selling appointments, not treatments.
- Questions from patients are no objections, they are buying signal

Scheduling Institute Script

Greeting:
Stubbs Dental, this is how may I help you?
Questions:
How much is?
I can certainly help you with that. May I ask how did you hear about our office?
-Let caller answer-
Wonderful, I'm so glad you found us. Do you know anything about our practice?
-Caller will mostly likely say NO, or give a very short answer-
Let me tell you how we do things here at Stubbs Dental.
-Choose 2-3 selling points that fit your conversation below:

While the process can be long and drawn out at other practices at Stubbs Dental we can do it all at our practice. There is no need to go to multiple different offices to receive your imaging, then your surgery, then another office to maintain your work. We do it all at Stubbs Dental, from start to finish to maintenance.

We are Utah's premier dental implant center. We place more implants than any other practice in the state. You can trust that you are in the best hands with our extremely experienced doctor. Because we place the most implants, we are also able to pass down our volume discounts to our patients, saving you money.

At Stubbs Dental, we have our own dental laboratory. This allows us to control the process from start to finish and ensure that you receive only the highest quality products and we are able to pass down savings to our patients.

Our doctors have placed over 5,000 All-on-4 Dental Implants, that doesn't even include the amount of single dental implants that have been placed. We are Utah's #1 All on 4 provider according our implant distributor, we are placing more implants than anyone else in Utah. When you come to Stubbs Dental, you can trust that your are in highly experienced hands.

General: We are Utah's premier dental center. We do it all here at Stubbs Dental from cosmetic dentistry to full mouth reconstruction. Our doctors are highly trained and experienced in all aspects of dentistry ensuring that you receive top tier care.

-End with-

Every patient's needs are different. When you come in for a complimentary consultation, our doctors will then be able to determine your specific needs and we will review a quote with you at that time. Would you prefer our Layton, Bountiful/NSL, Murray, or Lehi location?

2nd pricing request

It is very difficult to diagnose over the phone and I would hate to misdiagnose you and misquote you all at once. We'd be happy
to offer you a complimentary consultation to give you an exact quote but this procedure starts at \$ and may possibly
increase based on your needs. Would you prefer?

Do you accept my insurance?

We work all insurances excluding Medicaid and HMO plans. We will be happy to do a complimentary benefit check to maximize your plans benefits when you come in. How did you hear about our office? (return to top bold section)

Do you accept Medicaid?

We accept all patients. However, our Medicaid patients choose one of our other third-party payment options for their treatment since we are not in network. How did you hear about our office? (return to top bold section)

Transition:

When was the last time you were seen in our office? New Patient -when was your last dental visit? What is your main concern for us to discuss with the Doctor at your first appointment?

What motivated you to contact our office today?

New patient- Let me be the first to welcome you. How did you hear about our office?

Dual Alternative close: Always give two options!

Do you prefer our Layton, Bountiful/NSL, Murray, or Lehi location? Do you prefer morning or afternoon?

Do you prefer (date/time) or (date/time)?

Data capture:

Appointment scheduled: Full name, phone number, email, date of birth

Insurance: Do you have any dental benefits you would like to apply to your visit? This will allow us to give you the most accurate quote during your free consultation. Get the following information:

insurance Co:	DOR:
Member ID:	Primary subscriber name:
Group Name & #:	Primary subscriber DOB:
Employer:	Primary subscriber employer:

Appointment not scheduled:

I would love to follow up with you to ensure that your dental needs have been taken care of May I have your name and phone number?

May I also have your email address? I would love to send you more information regarding this procedure/treatment and our practice.

Confirm and Commit scheduled calls:

Dr	and our team have you	reserved (day) at (time) for y	ou. I look forward to	seeing you then.	Should an e	emergency arise
will you	call me? My name is	and let me know at least 4	18 hours in advance?	– Pause and wait	t until the p	atient responds
with yes	5.					

TAKING MESSAGES FOR ANOTHER EMPLOYEE

IWhen forwarding call back/messages to other staff please follow the procedure below:

- 1. For patient scheduling callbacks
 - a. Send to location general inbox

- b. CC location manager
- 2. For patient billing/financing call backs
 - a. Send to location general inbox
 - b. CC Serena
 - c. CC location specific health care investment coordinator
- 3. For patient clinical questions/treatment questions/prescription call backs
 - a. Send to location general inbox
 - b. CC location manager
 - c. CC location clinical lead
- 4. For patient insurance billing or coverage call backs
 - a. Send to location general inbox
 - b. CC insurance lead
 - c. CC location insurance coordinator

Sign all emails with your name or initials.

- The employee who will handle the call back will *REPLY ALL* to the email saying they are taking on the responsibility for the call back/task.
- The employee will REPLY ALL once the task has been completed.
 - o Once completed the label "completed" will be marked on the email in the location general inbox.

Transferring patients to specific person

• When trying to transfer to a specific person if they don't answer within 30-45 seconds come back to the patient and say "thank you for holding, it looks like XXX is currently assisting another patient may I take a message and have them call you back when they are available?"

Send email according to rules above

Follow Up Verbiage

Rescheduling unscheduled treatment or consultations from unscheduled list:

	Treatment: This is from Stubbs Dental. I was calling to reschedule your appointment for "" with Dr Would you prefer a morning or an afternoon appointment?
	Consultation: This is from Stubbs Dental. I was calling because I see that you were not able to make it to your previously scheduled complimentary consultation. I would love to reschedule that for you so we can take care of dental needs. Would you prefer DATE/TIME or DATE/TIME? (give soonest available appointments first)
	If leaving a voicemail: Hello this message is for This is from Stubbs Dental. I would love to get your unscheduled appointment/consultation for rescheduled. Please call us back at 801-XX-XXXX. We look forward to hearing from you and taking care of your dental needs.
Vher	rescheduling no show/missed appointments, after a confirmed date and time:
	We have reserved "" for you, I went ahead and waived the \$125 missed appointment fee for your previously missed appointment. If an emergency should arise will you give us a call 48 hours in advance to avoid this fee in the future?

When leaving a voicemail from a missed Call Box call:

-wait for an answer

	Hello this message is for This is from Stubbs Dental. We saw that we missed your call and
	would love to know how we can help you today. Please call us back at 801-XX-XXXX and just let us know we
	missed your original call. We look forward to hearing from you and taking care of your dental needs.
Vhen	leaving a voicemail for a Facebook ad lead:
	Hello this message is for This is from Stubbs Dental. Thank you for filling out our contact form
	on Facebook. I am calling to schedule your complimentary consultation so you can take advantage of our
	current special. Please call us back at 801-XXX-XXXX at your earliest convenience to schedule an
	·
	appointment. We look forward to hearing from you and taking care of your dental needs.
Vhen	leaving a voicemail on Lucid/Einstein inquires:
	Hello this message is for This is from Stubbs Dental. Thank you for filling out our contact form
	on our website. We would love to schedule a complimentary consultation for you. Please call us back at
	801-XXX-XXXX at your earliest convenience to schedule an appointment. We look forward to hearing from
	you and taking care of your dental needs.
	-If the patient is wanting something other than a consult, state what type of appointment you are trying to
	schedule.
Resch	neduling a patient due to internal issues: (try to avoid stating a reason why)
	This is form Otobba Dandal Lainsanah, analawina but tha basa informed that we had de-
	This is from Stubbs Dental. I sincerely apologize, but I've been informed that we need to reschedule
	your upcoming appointment. I would love to find another date and time that will work for your schedule.
	Would you prefer a morning or afternoon?
	Voicemail: Hello this message is for This is from Stubbs Dental. I sincerely apologize, but I've
	been informed that we need to reschedule your upcoming appointment originally scheduled for (date and
	time). Please call us back at 801-XXX-XXXX at your earliest convenience to reschedule this appointment.
?aech	neduling a patient within the 48 hour time frame:
10301	leading a patient within the 40 floar time frame.
	Existing patient: I am sorry to hear that you won't be able to make your scheduled appointment. We do
	require a 48 hour advance notice to cancel and avoid the \$125 missed appointment fee. However, since
	you've been such a great patient in the past I am going to waive this fee for you. Would you prefer to
	reschedule to or?
	New patient: I am sorry to hear that you won't be able to make your scheduled appointment. We do require a
	48 hour advance notice to cancel and avoid the \$125 missed appointment fee. However, we would still love
	to meet you and have you join our practice. I am going to waive this fee for you. Would you prefer to
	reschedule to or?
	Scheduling Rules
1.	Respect Blocks
	a. Blocks must be followed by the description in the blockout.
	b. Do not schedule ANY non-production in production column.
	i. All-On-4 Consults and Pre-Op All-On-4 appointments are considered production.

c. If non-production patient feels too far out, patient can choose to switch doctors, schedule but escalate to

2. Check Time Block Sheet for Procedure Times

Office Director to notify doctors and revenue adjustment

3. Limit 3 Emergencies Per Office Per Day

- a. When you speak with an emergency who is willing to come in without an appointment time, send out an email to the Front Office and the Scheduling Office so everyone knows the patient is coming in.
- b. Do not put them on the schedule.

4. Alternate Appointments and Watch Dr/Assistant Time

- a. Every time you schedule an appointment scan across all the columns to ensure no one needs to be in different places at the same time.
- b. Nothing on the other side of sedation.
- c. Put assistant time in the correct primary doctor's column.

5. Respect the Blocks and Blanks

- a. All on 4 consult blocks- absolutely nothing else can be put in these blocks. No exceptions.
- b. Nothing can be put on the other side of sedation appointments, SRP appointments, or A4 cleaning with removal appointments.

6. New Patient appointments

- a. No new patient hygiene appointments past 3:30 M-TH/1:30.
- b. NP hygiene appointments can only overlap other hygiene appointments during the first/last 20 minutes.
- c. NP consults must be staggered by 30 minutes across all doctors columns (ensure they won't be waiting for HCI).

Hygiene Scheduling

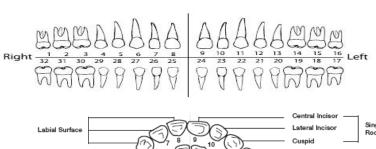
New Patients		Periodontal	
Adult/12 or older	80 Minutes	SRP 1 quad	60 Minutes

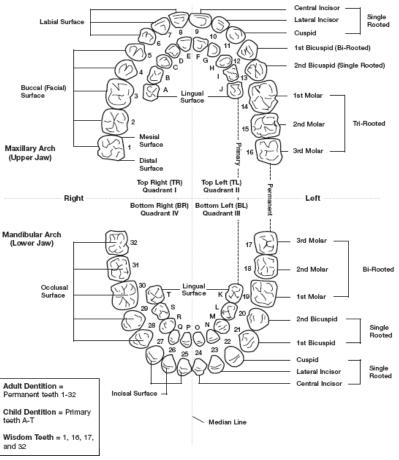
11 or younger 40 Minutes SRP 2 quads 90 Minutes Happy Visit (0-3 Years) 30 Minutes SRP 4 quads 120 Minutes Perio Maintenance 60 Minutes

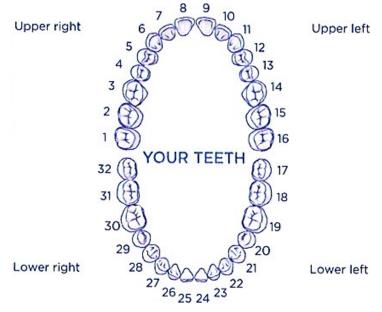
Returning Patients

14 or older 60 Minutes All-on-4 Maintenance Cleanings
13 or younger 30 Minutes Without Removal 60 Minutes

With Removal 120 Minutes







FAQ - Frequently Asked Questions - Page 1

What is an AO4? What is the same-day-smile?

"The All-on-4 procedure is a revolutionary smile makeover. It's a great option for patients looking for a permanent option for missing teeth. The All-on-4 is a permanent denture that doesn't slide around, and doesn't have a plate against the pallet like a traditional denture. So it feels very comfortable and natural. On the day of your surgery, a surgeon will place 4 implants and attach a permanent denture, so it truly is a same-day-smile."

How much does the AO4 cost?

A1: "Actually, costs can vary greatly from patient to patient. When you come in for your free consultation, our doctor will develop a treatment plan customized for you and then our financial advisor will go over the quote and discuss the different payment and financing options."

A2: "Actually, we have a promotion going on right now for 20% off of our original pricing. Again, I would hate to misquote you and you'd need to be seen in our office for an exact estimate, but with this discount you can expect to start out at around 20.000 per arch."

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How much does cost?
A1: "Actually, costs can vary greatly from patient to patient. When you come in for your free consultation, our doctowill develop a treatment plan customized for you and then our financial advisor will go over the quote and discuss different payment and financing options." A2: "Again, I would hate to misquote you. You'd need to be seen in our office for an exact estimate, but with this procedure you can expect a starting price of"
Do you guys offer? Do you guys do?
If yes: "Absolutely. Our doctors are experts with and our patients have seen great results! Let's get you set up

for a consultation with the Dr/Hyg to see if you are a good candidate."

If No: "Actually, our patients have seen even better results with a different option. Let's get you set up for a consultation with the Dr/Hyg to see if you are a good candidate."

Do you see kids? Do you see patients with disabilities? Do you see patients with special needs?

"Absolutely! Our doctors have plenty of experience working with _____. Let's bring you in for a complimentary consultation so you can meet the doctor and decide if we are a good fit for your needs."

What are your hours? Are you open on Saturdays? Are you open after 5?

- "All locations are open Monday through Friday and offer early morning and late afternoon appointment times. We would be happy to find a time that works best for your schedule"
- "We understand our patients have busy schedules. Sometimes our patients find that an early morning or lunch-time appointment may work better."

Do you have payment plans?

Absolutely, we have numerous payment options available to you. We'd love to discuss them with you when you come into the office.

Do you offer sedation?

Absolutely, we have numerous sedation options available to you. We'd love to discuss them with you when you come into the office so we can find the best option for you.
Is this the location? While we have four locations we are all one team. I can help you with anything for location. If needing to transfer: I am happy to help you with this, I am going to transfer you to NAME/TITLE. If the transfer does not go through: It looks like NAME is currently available I would love to try to assist you myself or if you prefer I can take a message and have NAME return your call.
Can you schedule my appointment on? Can I be seen tomorrow?
If No: "Actually, our doctors are fully committed to their other patients at that time. Let's keep looking for another time that may work for you." "Yes, our doctors are in very high demand because they provide such amazing care."
"Let's get you scheduled for this soonest available slot, and I will add you to our ASAP list. This means that if there are any scheduling changes that allow us to see you sooner, we will give you a call and see if you'd like to move into that time slot."
This is an "emergency," can I be seen today?
"Our Dr.s are fully committed today. However, since you said that this is an emergency, you can head down to the office now and we will make sure you are seen sometime today." (most patients are not facing a true emergency, and will choose not to wait in-office, but get on the books for an appointment instead.)
How do I get to the office?
Layton: Get off on the Antelope Drive exit and head east. We are located behind Target and next to Chick-fil-A. Bountiful: Get off on the 2600 exit and head east. Turn right onto 500 West, then right onto Orchard Drive.
Can you send my xrays?
Have they had any work done here before, or just a consultation?
YES: "Absolutely. Let me get an email address and I will have the front office send them over." NO: "I'd be happy to send those x-rays for you, however, it looks like you were only seen in our office for a free consultation. As such, there is a fee of to send those xrays."
BITEWINGS and NORMAL X-RAYS: \$125 - PANO -XRAY: \$200 - BOTH TYPES OF X-RAYS: \$325
Do you offer a discount if I pay in cash?
"Absolutely! Our patients that can pay with cash or check may receive an additional 5% discount."
Is this Clear Choice? Is this Dream Dental? (our competitors, our number pops up when you search for them)
"You probably found our number while looking for providers for the All-on-4, same-day-smile procedure. We were just

Can you remove me from the mailing list? (it can take 4-6 weeks to be effective)

named as the number one provider in Utah for this procedure, and we've completed over 1100 arches."

- "Of course. Let me get some information from you, and I can have you removed from the mailing list."
- •What is the full name it is addressed to? •What address was it sent to? What ad is being sent?

All on 4 Appointment Process

1st Appointment

Impressions and medical history -Case goes to lab for 1 week

2nd Appointment

Wax Rim- Obtain dimensions of the mouth - Case goes to lab for 1 week

3rd Appointment

Look See (May be more than 1 apt)- Approving the look of the teeth -Case goes to the lab for 2 weeks

4th Appointment

Surgery- Surgery is an all-day process and can take 10 or more hours

5th Appointment

Post-Op - Day after surgery

6th Appointment

Post-Op - 6-8 weeks after surgery- Checking gum tissue & healing to see if you may start using a waterpik

7th Appointment

Post-Op - 6 months after surgery- Checking healing to see if you are ready to start finals

8th Appointment

Start Final - 6 months after surgery- Remove temporary denture in the morning and return it in the afternoon.

Please be aware that vou will be without teeth all day.- Case goes to the lab for 1 week.

9th Appointment

Way Try-in (may be more than one appointment)- Case goes to the lab for 2 weeks

10th Appointment

Seat Finals- Recommended 6-month cleaning (optional)- Recommended Night Guard (optional)

Pre-Op Surgery Instructions

Pre-operative measures for patients receiving sedation or general anesthesia.

Are you on any blood thinning medications?

- 1. Because aesthetic medication causes prolonged drowsiness, you must be accompanied by a responsible adult who will drive you home and stay with you until you are sufficiently recovered. This may be up to 24 hours after your surgery.
- 2. You should not drive, operate heavy or complicated machinery, sign any documents, or make any important decisions within the first 24 hours after surgery.
- 3. Bring all medications that you take with you. If you use an inhaler for asthma or a glucometer for diabetes, please bring them with you.
- 4. Your mouth and teeth should be well cleaned before your appointment. While brushing and rinsing, try not to swallow any of the water.
- 5. Wear a loose t-shirt and comfortable clothing, something that will allow us to run an IV. Do not wear jewelry or contact lenses. You may bring glasses.
- 6. Remove any dark fingernail polish.
- 7. If you have a change in health either before or after surgery, please contact our office.

Morning Surgery

- Eat a light dinner the night before your surgery.
- Nothing to eat or drink after midnight. (NO GUM, NO FOOD, NO WATER)
- No alcohol or aspirin is permitted.

Afternoon Surgery

- No milk products or solid foods after midnight.
- Clear liquids only before 6:00 AM (tea, coffee, broth, plain jello, apple juice)
- Nothing to drink after 6:00 AM. (NO GUM, NO FOOD, NO WATER)
- No alcohol or aspirin is permitted.

Exceptions

• It is important that you take any regular medications (such as medications for high blood pressure, or antibiotics) or any medications you have been prescribed by this office using only a small sip of water.

ALL WOMEN - We will need to administer a urine test. (LEGAL REQUIREMENT)

Text Message Verbiage

Patient: Cancelling appointment with 48 hour advance notice

Thank you for letting us know in advance you need to cancel your appointment. Would you like to reschedule your appointment to DATE TIME or DATE TIME?

Patient: Cancelling appointment within 48 hours of appointment time (no advance notice)

I'm sorry to hear that you won't be able to make today's appointment. Did an emergency arise? We do require 48 hours advanced notice to cancel an appointment to avoid the missed appointment fee.

WAIT FOR RESPONSE

I'm sorry that has happened. If you reschedule your appointment with me right now I would be happy to waive the missed appointment fee for you. Would you prefer DATE TIME or DATE TIME?

If the situation would be easier to handle over the phone, let the patient know you will be calling.

PATIENT NAME, this will be much easier for us to discuss over the phone. My name is NAME, I am going to give you a call in the next few minutes to assist you better. I look forward to speaking with you shortly.

Tips:

- Always try to be the last one to respond to the patient.
 - Some verbiage to end the conversation can be:
 - We look forward to seeing you soon!
 - I hope you have a wonderful rest of your day!
- Instead of "You're welcome" or "No problem!" always say "It's been my pleasure!"
- Respond as quickly as possible.
- Avoid asking yes or no questions when discussing rescheduling or cancellations.

Pro Bono/Low Income Dental Offices:

- Bountiful Pantry Smiles must be Davis County resident
- 4th Street Dental Clinic
- Salt Lake Donated Dental Services
- UPFH Dental Clinic