

EVALUATING PRACTICE WORKFLOW

An ideal workflow would leave the following tasks in their respective sections in the workflow as shown on page 5 in the eBook. Fill in your own practice's workflow and compare it to ours on the next page. They don't have to look exactly the same, but if they don't match up, consider shifting tasks between different sections.

1	2	3	4	5
Front Office	Pre Exam	Exam	Optical	Billing
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____
• _____	• _____	• _____	• _____	• _____

EVALUATING PRACTICE WORKFLOW

IDEAL STANDARD WORKFLOW

