



THE 60-MINUTE PROTOCOL

PATIENT SURGE

Diagnose Lost Chair-Time.
Reactivate Dead Patients.
Recover Thousands.

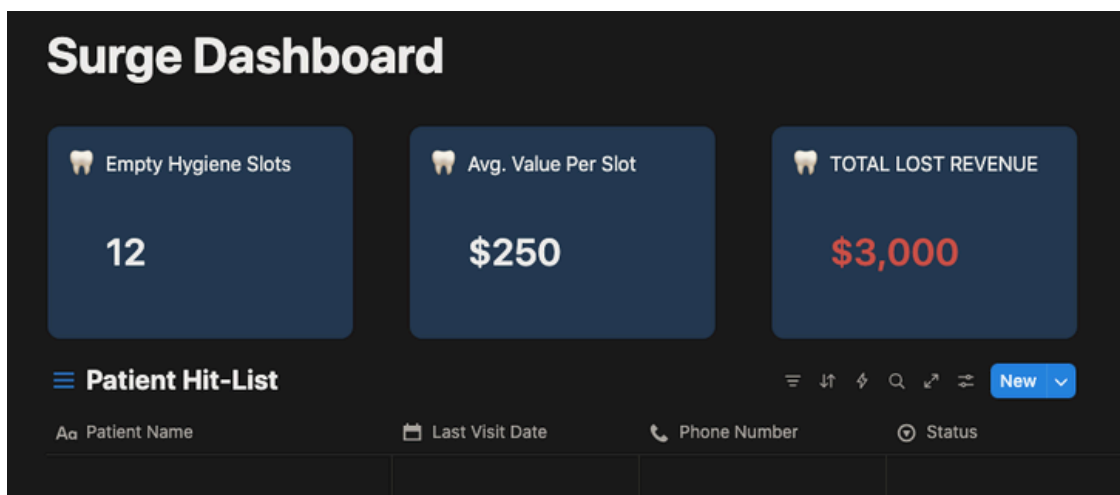


Empty hygiene slots are silently eating your clinic's profit margins.

Every hour a chair sits empty, your practice bleeds cash. You didn't go to dental school or invest in a clinic to stress over front-desk inefficiencies or watch revenue slip through the cracks.

While most clinics wait passively for the phone to ring, top-performing practices mine the goldmine of "dead" patients already sitting in their database.

This protocol and the accompanying software dashboard are designed to help you instantly diagnose your exact revenue leaks and hand your front desk a plug-and-play system to recover it—all in under **60 minutes**.



You have acquired the exact digital infrastructure used by top-tier, highly profitable dental practices to plug profit leaks and reactivate lost patients. This protocol is designed to remove the guesswork from your front desk operations and give you a centralized system to recover lost chair-time.



INSTALL GOOGLE SHEETS DASHBOARD



INSTALL NOTION WORKSPACE

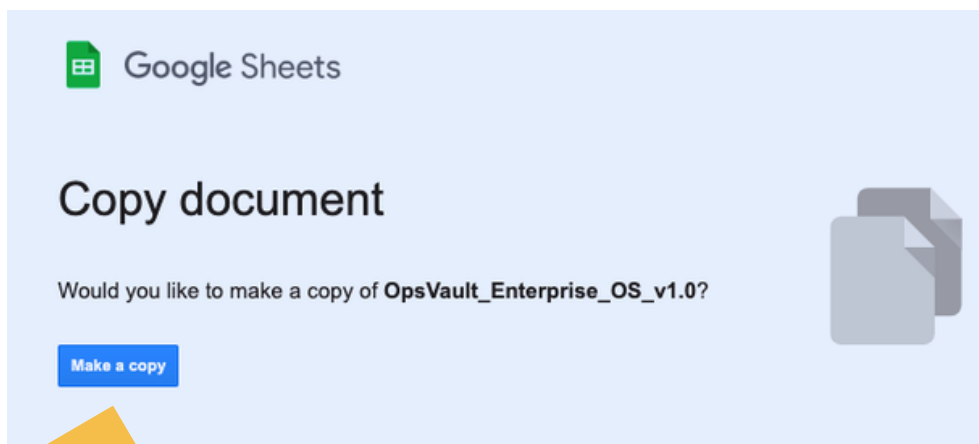
FINANCIAL DIAGNOSTIC HUB SETUP

In a clinical setting, transparency is good, but absolute financial transparency can be dangerous. Your front desk staff needs to know who to call, but they do not need to see your exact profit margins or total lost revenue.

This is why we separate the "Financial Hub" from the "Front-Desk Operations."

When you click the install button on the previous page, Google will prompt you to "**Make a copy.**"

Rename this file to: **[Your Clinic Name] Financial Diagnostic Hub**. Keep this file locked and only share it with your Office Manager or clinical partners.



FRONT-DESK COMMAND CENTER SETUP

Your Google Sheet handles the money, but Notion handles the physical operation. To scale successfully, you need a single "Source of Truth" that your front desk staff can use simultaneously.

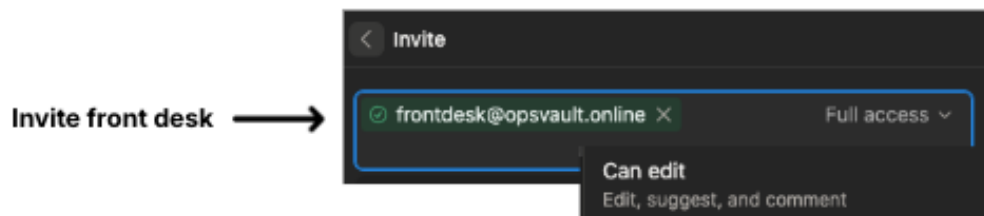
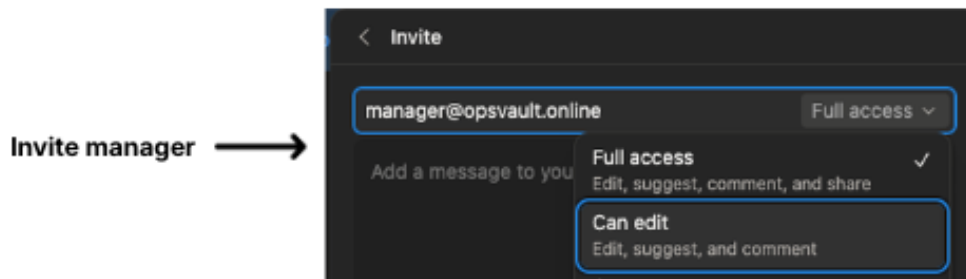
Step 1: Duplicate the System

Click the "**Duplicate**" icon in the top right corner of the screen to pull the master template into your own private Notion workspace.



Step 2: Assign Access Levels

Click the "**Share**" button. Invite your **Office Manager** and give them "**Full access**" or "**Can edit**" access. Invite your **standard front desk receptionists** and give them "**Can edit**" access so they can update the patient statuses as they make calls.



The Financial Diagnosis (Google Sheets Execution)

DIAGNOSING YOUR LOST CHAIR-TIME

Empty hygiene slots are the number one silent killer of dental practice margins. Every missed appointment or unbooked slot is perishable inventory—once that hour passes, you can never sell it again.

When you run a high-overhead clinic, a single poorly managed schedule by your front desk can destroy the profit margin for the entire month. "Lost Revenue" is the exact dollar amount you are bleeding when your team waits passively for the phone to ring instead of actively filling the schedule.

CHAIR-TIME AUDIT		
Empty Hygiene Slots	Avg. Value Per Slot	TOTAL LOST REVENUE
12	\$250	\$3,000

At the end of every week, have your Office Manager run a schedule audit and input your metrics into the system:

1. Input Empty Hygiene Slots: Count every unbooked hour, cancellation, and no-show from the past 5 days.

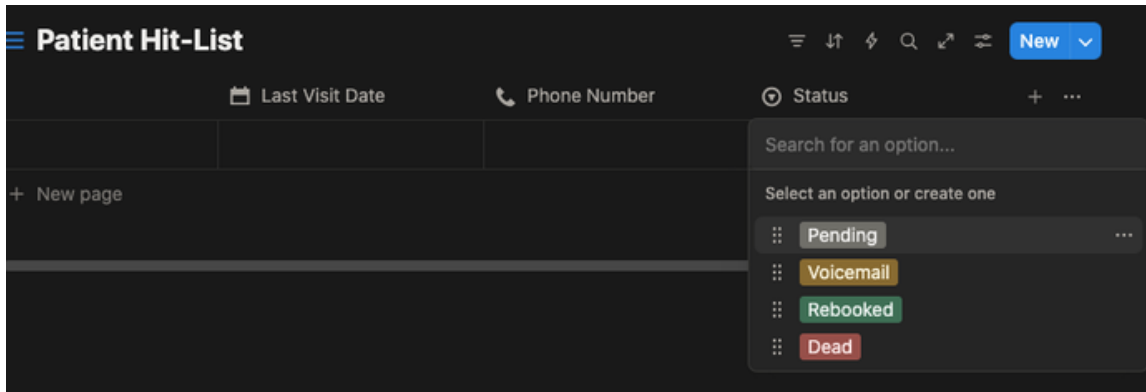
2. Input Avg. Value Per Slot: Enter your clinic's historical average revenue for a standard hygiene visit.

The system will instantly calculate your exact Total Lost Revenue in dollars. This glaring red number is your new target. It is exactly how much cash your front desk needs to recover next week.

The Front-Desk Protocol (Notion Execution)

THE 60-MINUTE REACTIVATION SPRINT

A database of past-due patients is essentially cash trapped inside your EHR software. The amateur move is to occasionally send out a mass automated email and hope they book. The enterprise move is to actively work a centralized Hit-List.



This database gives you a "God View" of your front desk's recovery efforts.

Step 1: Load the Targets

Export a list of patients from your **EHR** who have not visited in the last 12+ months. Paste their Names, Last Visit Dates, and Phone Numbers directly into the Notion database.

Step 2: The Daily 60-Minute Sprint

Instruct your front desk to dedicate exactly 60 minutes every morning to calling this list. They are not selling; they are offering priority booking slots.

As they call, they must update the live system status for every patient. The system will tell you exactly where your recovery stands:

- **PENDING** (Gray): Target acquired, awaiting first contact.
- **VOICEMAIL** (Yellow): Contact attempted. Follow up in 48 hours.
- **REBOOKED** (Green): Revenue successfully recovered.
- **DEAD** (Red): Patient moved or changed providers. Purge from EHR to clean your data.

READY TO PERMANENTLY FIX THE LEAKS?

This patient reactivation tracker is just one single component of a scalable, highly profitable clinic. Stop duct-taping your business together with scattered files and messy sticky notes.

Deploy the OpsVault Complete Medical Clinic Operating System.

For just **\$47**, get the exact enterprise-grade workspaces and automated dashboards to run your:

- Daily Production & Collection Tracking
- Automated Staff Scheduling & Payroll Prep
- Complete Clinical Inventory & Supply Management

Stop managing spreadsheets. Start managing a world-class clinic. Backed by our "One Rebooked Patient" Guarantee—if this system doesn't recover at least one lost patient, you get your money back.

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