BREAKTHROUGH Weekly Team Meeting Template Date: Time: Meeting Leader Team Members Attending 2-Minute Inspiration (BTC Quotes of the Week, short thought, acknowledgement for team members, or mission statement review)(2 min.) **Statistics** (Bolded statistics are reported to coach.) (8 min.) FD Collect Write Offs / Passive Units Passive / OV vated Apt. % Scheduled Rendered Credits Finance Satis. Ins. Total Collect Active Units Active /OV (509)Agree Accounts Collect Receive % Statistic Goals for Next Week New Patient Review (Write in NP names and referral source. Review NP spreadsheet. Review last week, four weeks, eight weeks) (8 min) Practice Successes this Week (Patient testimonials or successes) (2 min.) Presenter(s): Practice Challenges / Team Solution (5 min.) Problem: Solution: Foundation Marketing (10 min.) Condition of the Week Topic Date Time **New Patient Workshop** # Attending Professional Lunch Guest Lecture/Screening Location Corporate Health Fair Location e-Newsletter focus Topic MD Marketing Program # of MDs # of Attorneys Attorney Fax Briefs 4-Card Day Date Quick Review of Upcoming Marketing Events / BTC Marketing Calendar (Refer to 90 Day Rolling Marketing Planner found in the marketing manual for details. Record action items.) Practice Short-Range and Long-Range Vision (6 min.) (Refer to goal section for details. Record relevant action items, owners, and dates on the Short Range Goal: Long Range Goal: Schedule Departmental Meetings (Once a month minimum) Insurance Rehab Administration Front Desk Marketing Individual Comments / Business / Scheduling / Zone for Week

Action Items (Review action items assigned from last week. Carry over incomplete items. Assign action items for the next week.)(6 min.)								
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		Pho	ne Calls					
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Individual Training Assignments (5 min.)(Refer to the Quarterly Training Calendar and Training Topics List in Training Section.)								
Position		.le	Topic / Module	Location	Focus		Target Date	Complete Date
Front Desk Rehab		iκ						
Insurance		:						
Doctor								
Ma	rketing							
Co	mpliand	ce						
Today's Departmental Training Topic(s) (5 min.)								
Presenter:								
Presenter:								
Next Week's Departmental Training Topic(s)								
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