

Expanded Functions Implant Coordinator

- Set the Stage
 - Armamentarium room set up
 - Educational Tools and Models
 - Impression Set ups
 - CQs or scan materials
 - Letter Templates Loaded
 - Data Bases
 - Computer Organized for Data Organization
 - Doctor and Staff Understand the flow
 - Treatment plan sheet
- Participation in Initial Implant Consultation
 - **NEVER DIAGNOSIS ...**
 - Outline
 - Step by Step including when fees will be discussed
 - Listen to stories
 - Educate patients
 - Lead Doctor
 - Discuss
 - Types of Procedures
 - CBT Scans / Surgical Guides
 - Risks Benefits & Alternatives
 - Informed Consent / Informed Refusal
 - Discuss Insurance
 - Explain the Interdisciplinary Process
- Discuss Fees
- Coordinate the Interdisciplinary Process
 - Engage the Team
 - Referring doctors communication
 - Emails

- Letters
- Insurance
 - PDFs
 - Phone
 - Sharing treatment plans
- Patient Coordination of appointments
- Medical necessity narratives
- Follow up
- Technology
 - ICAT or other
 - Scanning protocols
 - Manipulate dicom data for doctor's diagnosis
 - Format dicom data for 3rd party software
 - After doctor treatment plans case
 - Transfer of information to lab
 - Communicate with prints or files to referring doctors
 - Communicate with appointment schedulers to track lab work and coordinate with patients appointment
 - Educate Team
 - Tracking: Patients
 - Software and /or Excel
- Follow –up and Follow Through
- Auxiliary Team Training
 - Continuous Training
 - Tweaking
 - Continuous Involvement
- Referral Base Involvement
 - Educate with “Standard of Care” or Individual Lunch & Learns
 - Interaction with referring doctors and staff
 - Committed to the success of their treatment plan

- Involvement with Study Club
 - Visibility

- Community
 - Health Fairs
 - Health awareness programs Hospitals

- Marketing the OMS Practice for Implants
 - Organize marketing plan
 - Discuss with OMS
 - Execute
 - Track
 - Using Technology as part of Marketing plan
 - touches
 - Constantly revise and update

Note Samples of Documents and Letters are available upon request via email.