



Dr. Dean C. Bellavia's

A~D~D~I~C~T your Team Organization Systems

Create your Ideal Team Organization (to more effectively and efficiently utilize your team)

System's Responsible Persons: Doctor and Team Coordinator (name) _____

System's Analysis Person (who collects statistics): Team Coordinator

Realistic **A**nalysis Time Frame: 2 weeks to do the analyses

Realistic **D**ecision Time Frame: 2 weeks for DR & Team Coordinator to analyze the statistics and make decisions

Realistic **D**esign Time Frame: 2 weeks for to complete the team organization structure design

Realistic **I**mplementation Time Frame: 1-3 months to train staff and change the schedule's staffing

Realistic **C**ritique Time Frame: 1 week at the end of each month for 3 months to determine your design's effectiveness

Realistic **T**weaking Time Frame: 2-3 months to modify and implement any organization design changes

Analyze:

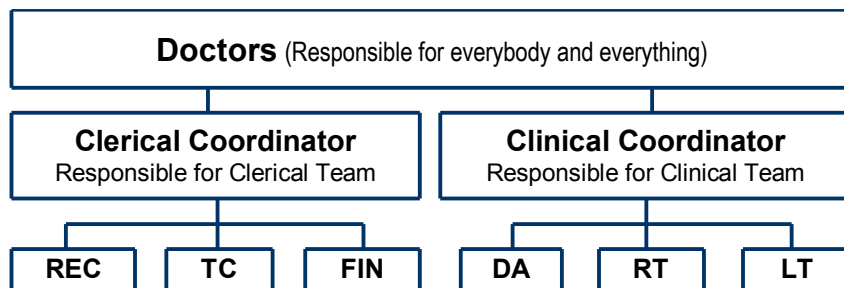
☐ What your Full Starts/Day production level is:

- **Full Starts/Day** = (Equivalent Full Starts/Yr) ÷ (Total Tx Days/Yr) = **FS/D**
- Equivalent Full Starts = (Full + Ph-II Starts) + 0.35 x (Ph-I + Lim Starts + Invisalign Starts)
- For Example: [160 Full/Ph-II Starts + 0.35 x (57 Ph-I/Lim)] ÷ 180 Days = 1.00 FS/D
- Your: [____ Full/Ph-II Starts + 0.35 x (____ Ph-I/Lim/INV)] ÷ ____ Days = ____ FS/D

☐ Whether you might be understaffed or overstaffed using your **FS/D** and the chart below:

FS/D worked	Patients Seen Per Day	DA's Needed per day	RT's Needed per day	LT's* Needed per day	Recep Needed per day	TC's Needed per day	Bkkpr Needed per day	TOTAL Needed per day
0.50	25	0.6 – 0.8	0.15 - 0.20	0.15	0.40	0.4 - 0.5	0.30	2.0 - 2.3
0.75	35	0.8 – 1.0	0.2 - 0.25	0.23	0.60	0.5 - 0.6	0.35	2.7 - 3.0
1.00	40	1.2 – 1.5	0.3 - 0.35	0.30	0.65	0.7 - 0.8	0.50	3.7 - 4.1
1.25	45	1.6 – 2.0	0.4 - 0.45	0.38	0.75	0.9 - 1.0	0.65	4.7 - 5.2
1.50	55	2.0 – 2.5	0.5 - 0.55	0.45	0.90	1.1 - 1.2	0.75	5.7 - 6.3
1.75	60	2.4 – 3.0	0.6 - 0.65	0.53	1.00	1.3 - 1.4	0.85	6.7 - 7.4
2.00	65	2.8 – 3.5	0.7 - 0.75	0.60	1.10	1.5 - 1.6	1.00	7.7 - 8.6
2.25	70	3.2 – 4.0	0.8 - 0.85	0.68	1.20	1.7 - 1.8	1.15	8.7 - 9.6
2.50	75	3.6 – 4.5	0.9 - 0.95	0.75	1.30	1.9 - 2.0	1.25	9.7 - 10.7

☐ Whether your team members are organized using the chart below:





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- ☐ Whether your team members *responsibilities* are well organized as indicated in the "Automatic Management Manual.PDF"

Decide:

- ☐ Who will be the person in charge of organizing the team responsibilities (Team Coordinator?)
- ☐ Who will be responsible for collecting the statistics and when to collect them (Bookkeeper?)
- ☐ What training will be required for the new organizational structure?

Design:

- ☐ Use the "Organization & Hiring Management Kit", books, your consultant, or your own experiences to *design* your scheduling system.
- ☐ Use the chart below to design the best staffing combinations for *your* FS/D

0.50	2 Staff: DA/RT/LT/ST (Dr does DA work too) & TC/REC/FIN (most Fin done on non-Pt Tx days)		
0.75	4 Staff: DA & DA/ST/LT & TC/RT & REC/FIN (some Fin done on non-Pt Tx days)	3 Staff: DA/RT/LT/ST & DA/REC (when TC in exams) & TC/REC/FIN (most Fin done on non-Pt Tx days)	
1.00	4 Staff: DA & DA/RT/LT/ST & TC/FIN & REC	4 Staff: DA & DA/LT & TC/RT/ST & REC/FIN	4 Staff: DA/RT & DA/TC & FIN/LT/ST & REC
1.25	5 Staff: DA/ST & DA/RT & DA/LT & REC & TC/FIN (Fin done on non-Pt Tx days)		6 Staff: DA & DA & DA & RT/LT/ST (if other lab work) & REC & TC/FIN (some Fin done on non-Pt Tx days)
1.50	6 Staff: DA & DA & RT/LT & REC & TC & FIN/TC		7 Staff: DA & DA & DA/ST & RT/LT (if other lab work) & REC & TC & FIN/TC
1.75	7 Staff: DA & DA & DA/ST & RT/LT & REC & TC & FIN/TC 8 Staff: (if other lab work)		
2.00	9 Staff: DA & DA & DA & DA/ST & RT/LT & REC & TC & REC/TC & FIN		
2.25	10 Staff: DA & DA & DA & DA & DA/ST/LT & RT & REC & REC/TC & TC & FIN		
2.50	11 Staff: DA & DA & DA & DA & DA/ST & RT/LT & RT & REC & REC/TC & TC & FIN		

Implement:

- ☐ Your organizational design
- ☐ Train team members to be able to accomplish ALL of their tasks (responsibilities)
- ☐ Organize your schedule to effectively use this team structure (refer to *A~D~D~I~C~T* your Team Scheduling Systems)

Critique:

- ☐ If using the "Organization & Hiring Kit", use your "Video Design Workbook" to make sure your design criteria was properly implemented.
- ☐ If using the "The *Other* Book...on orthodontics", make sure your designed organizational structure is working well
- ☐ Use Appendix-B for a thorough critique
- ☐ What else goes wrong and why? _____

CHECK OFF THE BOXES OF THE STEPS YOU HAVE COMPLETED



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Tweak:

- ☐ Make changes in staffing combinations that work better for you
- ☐ Clean up any of the problems noted in your critique above.

To *enhance* your Organizational Structure above by referring to the following chronological pearls: (Click on or Copy & Paste the links below.)

- ☐ ORG & Hiring Pearl: **Vaccinate Against the Embezzlement Virus:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=174:vaccinating-against-the-embezzlement-virus&Itemid=766
- ☐ ORG & Hiring Pearl: **Vaccinate Against the Dismorale Virus:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=198:vaccinating-against-the-dismorale-virus&Itemid=766
- ☐ Practice Personality Pearl: **Using “Mind Set” to control your Emotions:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=219:using-mind-set-to-control-your-emotions&Itemid=766
- ☐ Practice Personality Pearl: **Relationship Game:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=214:the-relationship-game&Itemid=766
- ☐ ORG & Hiring Pearl: **Developing Practice Leadership:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=222:developing-practice-leadership&Itemid=766
- ☐ Practice Personality Pearl: **Balance your Practice Personality:**
http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=220:balancing-your-practice-personality&Itemid=766

CHECK OFF THE BOXES OF THE STEPS YOU HAVE COMPLETED