

Worksheet - Streamline and Shine: Optimizing Inventory and Equipment Management

Have you ever had to leave an operatory to grab something you need?

NOTES:



Discussion: Take a moment to reflect on your “why.” Think about what is in it for you to maintain and well-organized dental office.

NOTES:



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Inventory Leads: Use the space below to list identify or assign inventory leads to areas of your dental practice.

| Supply area | Inventory lead |
|-----------------|----------------|
| Disposables | |
| Restorative | |
| Hygiene | |
| Specialty items | |
| Other | |
| | |
| | |

NOTES:



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How is Inventory Managed?

- What processes do you currently have in place for managing inventory?
- How do you know how much to order?

NOTES:

Common Dental Supply List:

- | | | |
|-------------------------|-----------------------|-------------------------|
| ▪ Gloves | ▪ Bond | ▪ Disinfecting wipes |
| ▪ Masks | ▪ Etch | ▪ Prophy paste |
| ▪ Bibs | ▪ Cement | ▪ Prophy cups |
| ▪ Cotton rolls | ▪ Gauze | ▪ Barriers |
| ▪ Gauze | ▪ Temporary cement | ▪ Sterilization pouches |
| ▪ Anesthetic cartridges | ▪ Amalgam | ▪ Bite registration |
| ▪ Topical anesthetic | ▪ Impression material | ▪ A2 composite |
| ▪ Anesthetic needles | ▪ Temporary material | ▪ Floss |
| ▪ Fluoride | ▪ A2 flowable | |



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Set a Monthly Ordering Budget

- Determine current monthly supply expenses.
- How much product is still stocked at the end of each month?
- Where can you streamline quantities to support monthly use?

NOTES:

Research Price Options

- Sales - Direct and at conferences
- Bulk pricing
 - Does it make sense to stock up? When?
- Reusable vs. Disposable
 - What items can be sterilized and reused vs. buying the disposable version?



NOTES:



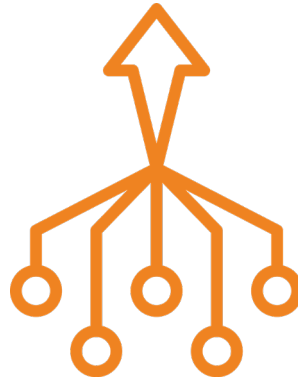
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Streamline suppliers as much as possible

- How many suppliers do you order from?
- What are your shipping costs?

Streamline materials when possible

- Clinicians may have specific preferences
- Can you align on one material?



NOTES:

List of equipment in your practice

NOTES:



Worksheet - Streamline and Shine: Optimizing Inventory and Equipment Management

- Set office order frequency
- Determine inventory leads
- Think about creating a supply budget
- Assign equipment maintenance leads

Call to Action!



Write down three ideas below to discuss with your team:

- 1.
- 2.
- 3.

NOTES:

