

### **Front Desk Monthly Review**

0 being the absolute worst

10 being the absolute best

At the bottom, rate yourself and score at the bottom must be a 90% or above to be acceptable

1. How would you rate your attitude and attributes? 0-10 \_\_\_\_
2. How are you showing up consistently? 0-10 \_\_\_\_
3. How is your attendance? 0-10 \_\_\_\_
4. Standing to greet every patient? 0-10 \_\_\_\_
5. Helping seat patients? 0-10 \_\_\_\_
6. How well are you saying your phone scripts? 0-10 \_\_\_\_
7. Are you making sure diffusers are going all day and keeping the office tidy at all times? 0-10 \_\_\_\_
8. How well are you preparing future days on the schedule? 0-10 \_\_\_\_
9. How productive are you during downtime? 0-10 \_\_\_\_
  - a. Calling on patient reports and offering discounts to keep the schedules full?
10. How are you going above and beyond for patients? 0-10 \_\_\_\_

Score: \_\_\_\_\_