

# On-Deck Plan for Implementation

University Resource



*This sample plan based on one used at St. Louis University may assist you in creating a similar plan for your clinic.*

We will start using the On-Deck Kiosk on Tuesday, April 24 at 9:00.

Until June 8th, 2007, the resident will hand out the "Patient and Parent" information sheet to the parent at the beginning of the patient's appointment. At the end of the appointment, the resident will ask the parent what they wish to do regarding the On-Deck Kiosk (i.e., whether they want to type the name or use the fingerprint system). The resident will then show the parent and patient how the system works and collect the fingerprint images if that is what they choose.

Any resident starting new patients will handle these matters at the consultation.

After June 8th, 2007, the front desk staff and dental assistants will assume responsibility for handing out the material and collecting the information. This can be done during the financial consultation or when the patients arrive to check in.