

Action Items Needed in Order to Open Arvin Dental

Billing

Action Item	Person Responsible	Date Completed
Change address for CHDP/Gateway	n/a	
Change address for Medi-Cal	n/a	
Change address for SOFP/HAP	n/a	
Change address for CDP	n/a	
Change address for Medicare (all parts)	n/a	
Apply for Change of Scope – DHCS – Add Dental Services	Consuelo	Pending – Update on 8/25/210
Notify EDI	Cristina/Carmen/Ed	8/27/2010 – Medi-Cal pending on scope change.

Licensing

Action Item	Person Responsible	Date Completed
Complete DHS licensing application	Freddy	June – 4 - 2010
Fire Inspection	Freddy	August -1 - 2010
Business licenses (New or Revise)	Freddy	Hold
NPI – Number if Applicable	n/a	
Certificate of Occupancy	Doug (cc) Christine D/Emily/Freddy	9/15/2010

IT

Action Item	Person Responsible	Date Completed
Install & Configure <ul style="list-style-type: none"> ■ Software ■ Hardware ■ Communications 	Tony	Dentrix Installation Completed – 6/16/2010
Perform & Coordinate <ul style="list-style-type: none"> ■ Testing ■ Training 	Tony	7/29/2010
Configure, Add, Delete, & Change <ul style="list-style-type: none"> ■ Users ■ Phone ■ Fax ■ T1 ■ Paging System ■ Call manager 	Tony	Pending on the completion of the building.

Dentrix Training	Rita/Carmen/Tony	9/1/2010
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Operations

Action Item	Person Responsible	Date Completed
Notify all dental & medical plans	Cindy	8/15/2010
Notify Workers' Comp if Applicable	Stacey	9/1/2010
Notify answering service	Caron	9-10-2010
Update address lists & On-Call binder	Estella	9-10-2010
Notify all insurance carrier (Norcal/Chapman)	Emily	Pending on the completion of the building.
Process property change with bank	n/a	
Clinic Location # (if applicable)	Cristina/Christine	
Notify Dental/Medical Labs	Rita/Cindy	Pending on the completion of the building.
Notify courier	Consuelo	9-1-2010
Move Dental Mobile	Steve	Pending SWS
Hire Dental Staff	Caron/Stacey	9-1-2010
Brinks	Ana	9-1-2010
JC – Mock Audit	Caron/Susan	November 2010
Emergency Preparedness	Doug/Susan	November 2010

Equipment

Action Item	Person Responsible	Date Completed
Order equipment/Delivery	Freddy	January – 18 - 2010
Test/Certify Dental Equipment	Dr. Simpson/Rita/STS	Pending on the installation of the dental equipment.
STS Equipment Testing	Rita/Susan	Pending on the installation of the dental equipment.
Purchase copy machines & fax	Therese	8/2/2010
Nitrous	Rita/Dr. Simpson	Pending on the completion of the building.
Order Small Dental /Medical Equipment	Rita/Dr. Simpson/Therese	8/2/2010
Purchase office furniture	Therese/Consuelo	Pending on the completion of the building.

AED	Therese/Caron	9-1-2010
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Supplies

Action Item	Person Responsible	Date Completed
Dental Supplies	Rita/Dr. Simpson/Therese	9/1/2010 – Pending on the completion of the building
Order dental/Medical Medication	Rita/Dr. Simpson	9/1/2010
Add Stationery, Office Supplies	Therese/SWS/Rita	Appointment card order on – 7/20/2010

Facility

Action Item	Person Responsible	Date Completed
Notify ABM	Doug	7/1/2010
Notify Tel-Tec	Doug	7/1/2010
Distribute keys	Doug	9/15/2010
Notify utilities	Doug	2/1/2010
Notify gardener	Doug	4/1/2010
Install waiting room television & cable	Therese/Doug	9/30/2010
Notify hazardous waste/Order Container	Doug/Rita	Pending on the completion of the building.
Bench/Ash – Tray/Trash Can	Doug	9/30/2010
Signs	Doug, Rita, SWS	9/1/2010
Art, Décor	Steve/Doug	Pending SWS
Waiting room furniture	Doug/Therese	In Warehouse (bought in 2009)
Mission Linen	Rita/Therese	Waiting on the completion of the building.
Space Allocation (Square Footage)	Doug/Emily	
Water system	Doug	9/1/2010

Marketing

Action Item	Person Responsible	Date Completed
Notify Yellow Pages	Consuelo	10/1/2010
Notify patients (sign and flyer)	Freddy/SWS/Nancy Keys	Pending on SWS
Grand opening	Freddy/Pritika/Steve	Pending on SWS
Put up now open banners	Freddy/Pritika	9/15/2010
Notify all CSV staff	Freddy	9/15/2010