

QUYEN DAO, D.D.S. PLLC
7202 Arlington Blvd #309
Falls Church VA, 22042
Phone: 703-204-1771
Fax: 703-204-4797

October 31, 2013

Weekly Staff Action Report

Week of: October 31, 2013 to November 6, 2013

Position: Public Relations Coordinator

Current Weekly Condition: Normal – majority of stats increasing

Basic Condition Handling:

1. Don't change anything. The way you maintain an increase is when you are in a state of normal operation, you don't change anything.
2. Every time a statistic betters, look it over carefully and find out what bettered it. And then do that without abandoning what you were doing before. Those are the only changes you make.
3. Every time a statistic worsens slightly, quickly find out why and remedy it.

Statistics Down:

1. None

Targets For This Week:

1. Work with communications coordinator to get mail out
2. Continue high-volume of calls to patient
3. Continue passing out care to share
4. Work with Mark to get updates before Dr. leaves for trip

QUYEN DAO, D.D.S. PLLC
7202 Arlington Blvd #309
Falls Church VA, 22042
Phone: 703-204-1771
Fax: 703-204-4797

Staff Agreement:

I understand my condition n for the week, what brought about the condition, and have gone over with my manager a battle plan with appropriate actions to get an up statistic next week.

Staff Name

Staff Signature

Manager Name

Manager Signature

Date