



academy of chairside assisting

with *Shannon Pace Brinker*



Improving Inventory Control & Supplies Ordering

A Complementary Workbook

Inventory control and supplies ordering are essential practices of every dental office. However, few practices have been able to achieve the ideal balance between maintaining necessary inventory and curtailing overhead expenses because they lack the system necessary to make these processes run smoothly and cost-effectively. Practices throw away hundreds to thousands of dollars of inventory each year because items have expired while sitting unused in their operatories or storage rooms. At the same time, they also run out of other supplies faster than they anticipated, which results in team members arbitrarily placing orders at various times throughout the month.

Both oversupply and undersupply can increase overhead costs and cut into practice profits. These revenue depleting situations occur because there is no inventory control or ordering system in place. Thus, it behooves dental practices to integrate and implement ordering protocols and systems that ensure the appropriate quantities of supplies are consistently available.

What do you feel are the biggest challenges for restructuring the inventory and ordering processes in your practice?

1. _____
2. _____
3. _____
4. _____
5. _____

Inventory control and ordering become manageable, consistent, and cost-effective when we:

- (1) know what percentage of operating costs is made up of dental supplies.
- (2) understand the current state of the practice's ordering and inventory situation.
- (3) integrate new logical and efficient ordering and inventory systems into the practice.
- (4) utilize technological advancements to streamline ordering, manage inventory, and minimize errors.

This course will help dental team members identify the problems and complications that result from disorganized ordering and inventory practices, and introduce a new ordering and supply inventory protocol and system. With this knowledge, dental teams will be able to apply practical methods to create a structured and predictable approach to managing their inventory and supply ordering.

Learning & Practical Objectives

After completing this course and using this workbook, the attendee should be able to:

1. Explain the frequent problems many practices experience with inventory control and ordering.
2. Identify the changes necessary to implement a new inventory and ordering system.
3. Describe the tag system and the technologies and techniques related to it that can increase practice efficiency.

Inventory & Ordering Overview

What is Inventory Control?

Definition of Inventory Control

- Managing the supply, storage, and accessibility of items to ensure an adequate supply without excessive oversupply.
- Ideal inventory control maintains a steady expense level, since it is predicated on predictable supplies ordering on a regular basis.
- However, inventory control must also be flexible to account for changes, such as practice growth, utilization of new products, and staff transitions.

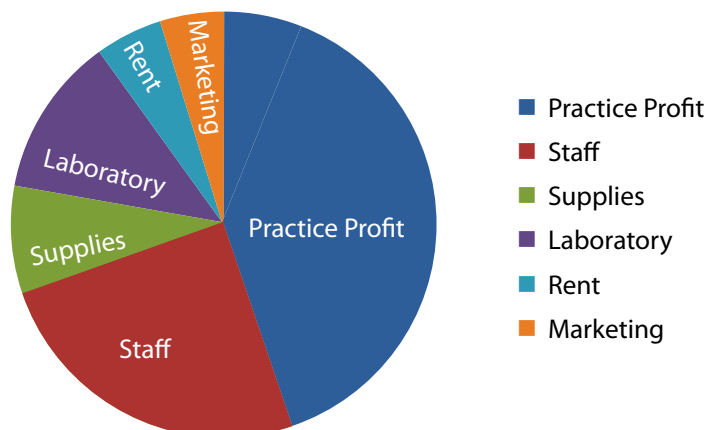
Objective of Inventory Control

- To maintain an appropriate level of necessary supplies and products so that consistently excellent levels of patient care and service can be delivered in a timely manner.



Practice Overhead Estimates

Ideally, inventory should comprise between 6% and 12% of a practice's costs.



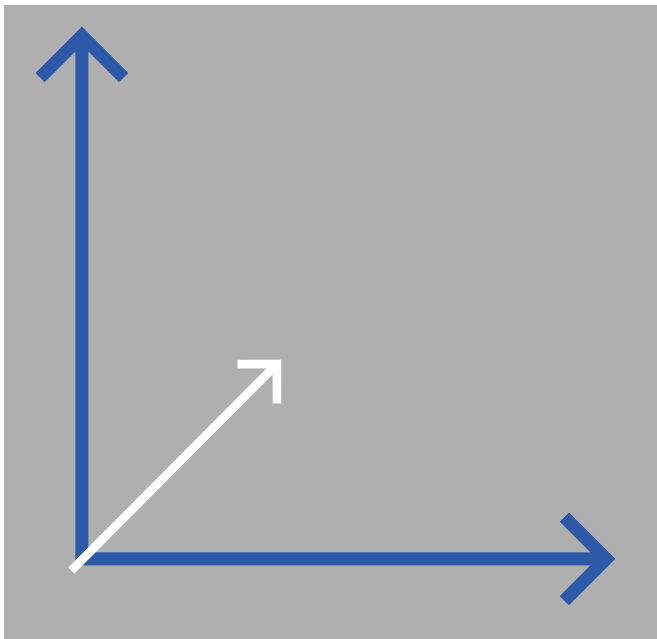
Inventory & Ordering Overview

The Costs of Oversupply and Undersupply

Dental inventory expenses include the purchase prices of the items; cost of personnel placing, tracking, and stocking the order; and carrying or storage costs. When these variables are not in the ideal balance (i.e., oversupply or undersupply), the total cost of dental inventory increases, diminishing profit margins, the potential for staff salary increases, and practice growth. Oversupply depletes cash, takes up storage space, and wastes materials when they expire prior to use. Undersupply, however, can potentially cost the practice much more. Without essential supplies, the practice may be unable to perform a procedure, resulting in lost patients and business, as well as the non-financial costs of on-going patient pain, untreated dental disease, and dissatisfied patients.

Problems Caused By Inventory Oversupply

- Diminishes cash flow
- Takes up storage space
- Materials have an expiration date and do expire



**Understock costs are much
LARGER than overstock costs**

Problems Caused By Inventory Undersupply

- Inability to perform certain procedures
- Lost present value and future value
- Last minute orders cost more: i.e. shipping fees and not able to buy in bulk

Without an inventory and ordering system in place that is stringently followed, oversupply and undersupply can ultimately impact a practice's profit margins.

Does your practice experience oversupply or undersupply situations? ☐ Yes ☐ No

Please explain: _____

What are some steps that you and/or your practice could take to improve inventory control and ordering in your practice?

Organizing Your Inventory Control & Ordering System

Assessing the Current Condition of Your Inventory

Successful inventory control begins with assessing the current situation and evaluating the strengths and weaknesses of a practice's existing inventory control and ordering system. This includes determining the current overhead percentage for supplies, identifying who is in charge of the ordering process, and ascertaining if there is a system already in place. If the purchasing percentage is outside of the ideal range and/or the practice repeatedly experiences oversupply or undersupply complications, a new system may be necessary to reestablish the inventory and ordering process.

Use the following questionnaire to assess the current condition in your practice for controlling inventory and ordering necessary supplies.

Inventory Control Evaluation Questionnaire

1. Dental supplies comprise what percentage of operating costs?

- a. 5-10% b. 11-15% c. 16-20% d. 20+%

2. Have we ever run out of certain clinical supplies? ☐Yes ☐No

3. Have we ever had to throw away excess supplies because they were past their expiration date?
☐Yes ☐No

4. How many staff members are authorized to order new supplies? _____

5. Who is responsible for ordering new supplies when our inventory is low? _____

6. Who is responsible for unpacking and storing our supplies when they arrive? _____

7. Are all of the inventoried supplies located together in a convenient location? ☐Yes ☐No

8. Is there a protocol for ordering frequently used supplies? ☐Yes ☐No

If yes, describe the protocol: _____

9. What are the strengths and weaknesses of the protocol?

10. Is there a system for determining when new supplies must be ordered? ☐Yes ☐No

11. Would a new system be helpful in managing inventory control and ordering? ☐Yes ☐No

Please explain: _____

Organizing Your Inventory System

How to Organize and Categorize your Supply Closet

Comprehensive organization, along with the cooperation of the entire dental team, is essential to improving ordering predictability and efficiency. The first change a practice needs to make is to store all products in one location and ensure that operators only have working stock. Utilizing a common storage area, the supplies should be organized according to the most frequently used items in easy-to-reach areas, and the rest of the supplies grouped by procedure.

Frequently Asked Questions about Centralized Inventory

Q: I am the only team member who uses these supplies. Why can't I store them in my operatory?

A: Many team members may feel as if they are the only ones who use the supplies. However, centralizing the product inventory location helps track how much product the practice actually and consistently uses.

Q: I go through a lot of a certain item. Can't I store extra in my operatory?

A: Although team members may request extra supplies in their own operatories, the centralized product inventory system ensures that supplies are not wasted.

Q: Can our office use multiple inventory locations?

A: Some of your inventory must be stored in separate locations (i.e., the refrigerator, sterilization room, etc.). However, the majority of supplies should be stored in a centralized area and conveniently organized.

Labels for supplies



Supplies grouped
by procedure

Most frequently
used items in easy-
to-reach areas

Tip:

Smaller items can be stored in bins or totes to help consolidate and contain them.

Establishing an Inventory Control Protocol

The "Tag" System

Once the supplies are centrally located, an inventory system can be implemented in order to control inventory reordering. One of the most popular and systematic approaches to inventory control is the "tag" system. The tag system maintains ordering regularity by utilizing designated minimum inventory and order quantities. A tag is then labeled for each product and secured to each of the minimum inventory amounts using a rubber band. When the product with the tag is used, the team member places the tag on the reorder hook or in a reorder file.

The Tag System Protocol

1. Create a tag for every product, identifying the minimum inventory amount and the reorder quantities on the back of the item's tag.
2. Secure the tag to the minimum inventory amount using a rubber band.
3. When the product with the tag is used, the team member must place the tag on the reorder hook and/or in the reorder file.
4. On the product-ordering day, collect the tags from the ordering hook and/or the reorder file, and use the tags' reorder quantities to create the order.
5. When the order is received, restock the items, placing the new supplies behind the existing inventory to ensure that the products are properly rotated.

1.



Tags are labeled for every item.

2.



As the products are used, team members can keep track of the tags.

3.



The tags are placed next to the last box.

4.



After the tagged items are removed, there should be sufficient inventory left to last until the items are reordered and stocked.

5.



When an item with a tag is pulled, the team member is responsible for placing the tag on the reorder hook and/or in the reorder file.

Tip:

Many manufactures will supply your office with a complete set of inventory tags for the products you have purchased from them.

Role of the Supply Coordinator

Although a practice may authorize multiple team members to order supplies, it is recommended that one or as few people as necessary do the ordering to create a more systematic approach. One method for accomplishing this is to create a job description for a supply coordinator and have clinical team members apply for the role as a separate position. With a staff member dedicated to ordering and maintaining inventory, the practice can reinforce the importance of inventory control and help integrate the new system into place.

Is there someone in your practice who is designated and trained for inventory control and ordering? ☐ Yes ☐ No

Notes: _____

If No, what impact do you think having one person responsible for inventory control and ordering could make in the organization of your practice? _____

What qualities do you think are important in a supply coordinator? _____

Supply Coordinator Responsibilities

- Organize the inventory
- Determine appropriate minimum inventory amounts and reorder quantities
- Reorder supplies
- Restock and verify inventory when shipments arrive

By assigning one team member to complete the entire ordering and inventory stocking process, a practice's supplies and inventory can be easily and consistently monitored and maintained. If a product is constantly being ordered, or if a product is frequently expiring on the shelves, the supply coordinator can then make the appropriate adjustments.

Hiring a Supply Coordinator

Sample Supply Coordinator Job Description

Note: When creating a new position for the supply coordinator, allocate a specific amount of time per week or month for inventory control and ordering. This helps ensure that the team member's clinical duties are covered during this time.

Position Title: Supply Coordinator

Employee Status: Non-Exempt

Reports To: The Supply Coordinator reports to the dentist and/or the office manager or office administrator.

Job Summary: The Supply Coordinator supports, as necessary, other staff members to ensure the quality of patient care and keeps the back office supplies, products, and equipment in excellent working condition.

Qualifications: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty as listed below.

Essential Duties:

- Orders clinical supplies; ensures the most cost-effective vendors are being used.
- Maintains inventory system for supplies.
- Develops relationships with vendors.
- Checks supply invoices and follows up on discrepancies.
- Balances monthly supply billing statements.
- Opens and verifies supply shipments.
- Updates inventory log.
- Organizes physical inventory of supplies.
- Communicates with doctor on the status of supplies and expenses.

Knowledge/Skills/Abilities:

- Ability to maintain composure and professionalism when exposed to stressful situations.
- Knowledge of English composition, grammar, spelling, and punctuation.
- Skilled in the use of standard office equipment, including: telephones, calculators, copiers, fax, computers, and computer software (MS Excel, Word, Practice Management software).
- Ability to engender trust from dentists, co-workers, and patients.
- Ability to work cooperatively with management, staff, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner.
- Ability to understand and follow written and verbal instructions.

- Ability to accept constructive criticism.
- Ability to collect data, establish facts, draw valid conclusions, and maintain confidentiality.
- Ability to communicate and express thoughts and ideas competently.
- Ability to quickly grasp relevant concepts regarding duties and responsibilities.

Education/Experience:

- High school diploma or equivalent
- Minimum of three year(s) relevant experience in the dental profession

Special Requirements/Certifications/Licenses:

- Valid X-ray certificate
- CPR & first aid certificate
- American Dental Assistants Association (ADAA) / Respective state dental assistants association membership

Physical and Environmental Requirements:

- May be required to lift up to 25 lbs.
- May be required to roll a 90-pound anesthesia machine and a full 35-gallon drum of expended chemicals on wheels from one area to another.
- May be required to physically assist drowsy patients after anesthesia.
- Active movement throughout the day: sitting, walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position).
- Vision: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: able to satisfactorily communicate with patients, dentist, and other staff members to ensure that verbal communication is clearly understood, particularly during emergency situations.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or operate equipment.
- May be required to administer CPR.
- Occasional exposure to toxic or caustic chemicals and radiation.
- Exposure to moderate noise levels.
- Exposure to hectic, fast-paced, high anxiety environments.

Streamline Inventory Control & Ordering

Challenges with Team Member Integration

When implementing any new system into the dental practice, team member participation and support is very important to its success. However, challenges do exist. Many team members may not see a problem with the current inventory and ordering process. Others may be upset if their ordering authorization is being revoked. By understanding the perspectives of many team members, dentists can better explain the benefits of the new system and answer team member questions.

Common Team Member Misunderstandings

<ul style="list-style-type: none">Team members are afraid that the product(s) they love using won't be available when they need it/them.So, they have their own tags in their operatories, not realizing that there is enough working inventory.	<p>Do you utilize your own system in your operatory because you are afraid of running out of supplies?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>What reservations do you have toward a centralized and streamlined inventory control and ordering system? _____</p> <p>_____</p> <p>_____</p>
<ul style="list-style-type: none">Team members believe they need their own personal tag system because they are the only ones that use something.Yet, with investigation, it's realized that others in the practice sometimes use the same product without them knowing it.	<p>Are there products that you feel are necessary to keep extra quantities of in your operatory? _____</p> <p>_____</p> <p>_____</p> <p>What challenges exist from stockpiling supplies in individual operatories? _____</p> <p>_____</p> <p>_____</p>
<ul style="list-style-type: none">Some products are only ordered and stocked for one or two dentists and are not centrally located.If another dentist wanted to use the same item, it would not be available to them	<p>Are there products that you feel are unnecessarily ordered or stocked at your practice? _____</p> <p>_____</p> <p>_____</p> <p>Is it an easy process to try new materials within your practice? _____</p> <p>_____</p> <p>_____</p>

What is your greatest concern about implementing a centralized and stringent inventory control and ordering system into your practice? _____

Streamline Inventory Control & Ordering

What Team Members Need to Know

As an integral part of inventory control and ordering, team members must trust that the new system will ensure that there is sufficient inventory and working stock in the practice. All team members must be trained in how the system works, including the importance of recognizing when they need to pull tags and where to place them. Many of the steps in the inventory control and ordering system rely on the consistency of dental team members in following the protocol and procedures.

Team members need to know how the tag system works.



Describe in your own words the tag system:

Team members need to know their roles and responsibilities in the tag system.



Describe your role and responsibilities in the tag system (i.e., operator working stock, reordering supplies, etc.):

Team members need to trust the system.



What aspects of the tag system are most challenging for you?

The Ordering Process

Introducing Technology & Inventory Control and Ordering Software

New technology and software can enhance inventory control, increasing productivity and reducing the time it takes to order and monitor new inventory. Fully integrated products harness the power of practice management style software programs to track inventory and simplify the reordering process.

Options for Placing Orders

Through a Sales Representative

- Advantages: One-on-one relationship with purchasing assistant; tracks history; reduces purchasing costs; available for questions about products
- Disadvantage: Diminishes opportunity to compare costs; time consuming to call for every order

Call Customer Service

- Advantages: Convenient; available for questions about products
- Disadvantage: Difficult to remember all of the product numbers and quantities

Online Purchases

- Advantages: Simple; straight forward
- Disadvantages: Requires research to compare costs; must input quantities and find product numbers

Software Management

- Advantages: Automated system; reduces purchase costs; convenient
- Disadvantage: Requires some time for installation and orientation

Simplifying the Ordering Process with Online or Scanner Technology

- Used in conjunction with online ordering or inventory control and ordering software, scanner technology provides a quick and efficient way to reorder supplies.
- The Aruba eZScan scanner from Henry Schein Dental is a portable key-chain-sized scanner that conveniently works with the website or Aruba eZ software.
- It automatically inputs product information into the online shopping cart, along with the previously reordered quantity.
- With Aruba eZ, there is no guesswork or time spent deciding quantities of products to order, when to order, or how long it will take for the supplies to arrive.
- The system's customizability enables practices to take control of the supply inventory and create a systematic, functional, and efficient approach to gain the ideal balance of supplies.

Inventory Control & Ordering in Practice

Helpful Reminders

Without a system and protocol in place, there is no way to control the inventory process and minimize the impact on profit margins. Thus, it behooves dental practices to integrate and implement ordering protocols and systems that ensure the appropriate quantities and supplies are consistently available.

The Ordering Process

Setting Up Inventory Minimums and Reorder Quantities

Determining the minimum inventory quantities and ordering amounts can be challenging, since materials and supplies are used at different frequencies and have varied expiration dates. The minimum inventory amount should ensure that the practice has enough of the product for about two weeks, guaranteeing sufficient time for ordering, shipping, and stocking.

Goal of Inventory Control

To achieve an ideal balance between maintaining necessary inventory and curtailing overhead expenses.

Tips for Determining Appropriate Inventory Quantities

- Minimums should be based on your practice's normal product consumption average and normal delivery timeframe.
- Some items may not need a minimum quantity in the supply area because you order them so frequently.
- It can be helpful to label the shelves with the item number and description for easy restocking.
- Inventory control software, such as Aruba eZ, can be helpful in determining your practice's minimum inventory requirements and reorder quantities.

Examples of How to Calculate Minimum Inventory Quantities and Reorder Amounts from Henry Schein Dental

Example 1:

- Used 60 cans of Caviwipes in 12 months
- Average monthly use = 5 cans
- Henry Schein has price rates on 1 can or 12 cans
- Metrex offers 1 can free with purchase of 12
- Set Minimum Stock = 2 cans

- **Option A:** Minimize inventory by setting reorder quantity to 5.
- **Option B:** Maximize savings by setting reorder quantity to 12.

Example 2:

- Used 260 boxes of Criterion small gloves in 12 months
- Average monthly use = 21 boxes
- Henry Schein price breaks on 1 box, 10 boxes, or 20 boxes
- Set Minimum Stock = 2 or 3 boxes

- **Option A:** Minimize inventory by setting reorder quantity to 12.
- **Option B:** Maximize savings by setting reorder quantity to 20.

Your Turn... Calculate Minimum Inventory Quantities and Reorder Amounts

Repeat this technique for all of the items in your supply storage areas.

Example 1:

- Used 60 cans of Caviwipes in 12 months
- Average monthly use = 5 cans
- Henry Schein has price rates on 1 can or 12 cans
- Metrex offers 1 can free with purchase of 12
- Set Minimum Stock = 2 cans

- **Option A:** Minimize inventory by setting reorder quantity to ____.
- **Option B:** Maximize savings by setting reorder quantity to ____.

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- **Option A:** Minimize inventory by setting reorder quantity to ____.
- **Option B:** Maximize savings by setting reorder quantity to ____.

Answers: Example 3—Option A (2) and Option B (10); Example 4—Option A (3) and Option B (6)

Inventory Control & Ordering in Practice

Expected Improvements

After implementing an inventory control and ordering system, practices should be able to reduce their supply overhead and inventory to between 6% and 8%. In addition to reduced overhead, this type of approach can help to improve cash flow, organize storage space, reduce excess material waste, and enable team members to understand which supplies and how many of them are needed.

Eliminate Unnecessary Supplies

- Without tracking the movement of supplies, some items can be stocked and reordered without actually being used.
- By implementing a new system, practices can monitor and determine what supplies are unnecessary to the practice's operations

Are there any supplies that you have noticed your practice keeps in its inventory but doesn't use?

☐ Yes ☐ No If yes, what are they? _____

Compare Similar Items

- By organizing and grouping the inventory by frequently used items and procedures, the supply coordinator can determine if the practice is ordering multiple brands of one item.
- Using this information and the opinions of the other dental team members, the supply coordinator can compare costs, uses, and advantages of each item to determine if they are both or all necessary.

Does your practice stock multiple brands of a specific item?

☐ Yes ☐ No

If yes, are they all necessary?

☐ Yes ☐ No

Please explain: _____

Introduce New Products

- New products are constantly being introduced to the market and a disorganized inventory system can present challenges when integrating new products into a practice.
- Sometimes too much of a product is ordered, it doesn't perform as expected or not enough is ordered, and it is never fully integrated into the reordering cycle and not available when it is needed.
- Either way, a systematic approach to inventory and ordering ensures that each product is appropriately tracked and monitored so that costeffectiveness and availability are maintained.

How does your practice integrate new products into use? _____

What are the challenges or advantages to this method? _____

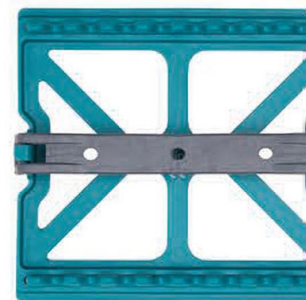
Organized SYSTEM that WORKS

Reduced cost – eliminating the need for cabinetry in the ops has immediate financial benefits. Reduced treatment room size – without side cabinetry you can build physically smaller ops that feel larger. Allowing you to get more ops in the same amount of space

Reduced time spent – time will be squeezed from every aspect of the operative cycle, from setting up/breaking down procedures, to reordering/restocking supplies, to transitioning treatment rooms to unexpected procedures. This is the biggest benefit, as this will ultimately allow you to do more procedures in the same amount of time, or do the same amount of procedures in less time.

Scheduling flexibility – with each room setup identically, as long as you have capacity (a topic for another discussion) it won't matter where you see that new patient or that emergency case. It won't matter when you schedule the procedures throughout the day (no more Rock, Paper, Scissor scheduling) and it won't matter what combo of doctor/ assistant is in the room at the time. These constraints are eliminated.

A simpler system – everything is made simpler, you set the system up once and then you let it run. Inventory control is more manageable and less time consuming. Staff training can be standardized and repeatable. "Here's a picture of what it should look like." Allowing you to judge a staff member's capability by their chair side performance and not by their ability to memorize & organize lists. Introducing new products into the system becomes a common activity with measurable results. Organized SYSTEM that WORKS



Benefits of Color-Coding

While the task of organizing your dental office may seem daunting and overwhelming, the time you spend now will save you time, and money, in the long run. With our complete color-code system, Zirc takes the stress out of organization.

Use our exclusive color-code system to achieve:

EFFICIENCY – Improve the efficiency of your storage, sterilization, restocking, and operator setup with our streamlined color-coded solutions. With all your materials easily accessible and organized by procedure and practitioner, you'll save time and energy.

PRODUCTIVITY – Increase productivity with a well-organized office. You'll spend less time looking for instruments or missing materials and experience less stress and frustration. That leads to a more productive staff and more time to focus on the patient.

SIMPLICITY – Our system is easy to implement and maintain. Once you assign a color to each procedure or practitioner, it's simple to keep materials together and identify what's needed. We offer three color lines in Vibrant, Jewel, and Classic tones to create ambiance and complement your practice.

PROTECTION – Our products offer the highest level of protection against contamination and infection. Product design allows for superior cleaning and protection against damage and injury during sterilization and transportation.

COMPLIANCE – Meet OSHA and CDC compliance recommendations for safe transportation of contaminated materials from the operator to sterilization. perspective – Improve patient perspective. Your patient will appreciate the sleek, organized, and sanitary appearance at chairside.

VALUE – Not only do we offer an economically priced product line, you'll save in the future with less time wasted and fewer instruments lost or damaged.



STEP 1: Assigning Color

Start by assigning each procedure its own color. Your instruments, instrument holders, bur holders, and dental materials will all be identified by the same color for each procedure.

Color can have a powerful effect on atmosphere, mood, and emotion. Convey warmth and comfort or a soothing sense of calm with different colors. Zirc offers three color lines to complement any dental practice and specialty.



Vibrant

Our bright, lively Vibrant color line is perfect for a pediatric practice or any office looking to infuse energy and a sense of excitement.



Jewel

The rich, modern tones of our Jewel line offer a dynamic and bold quality to any dental practice.



Classic

The soft tones of our Classic line provide a subtle, traditional look. These pleasing, versatile colors work well in any dental office.

STEP 2: Color & Organization

Organize The Sterilization Center

A centrally located Sterilization Center is the ideal place to store your procedure setups and procedure specific dental materials. Use the color-coded B-Lok Tray System to house your instrument setups, and Procedure Tubs to hold your procedure specific dental materials. Next, store your Trays/Tubs on Zirc's Multi-Mod racks or shelving, in cabinets, or on the counter. We recommend restocking all tubs simultaneously once or twice per week. This allows for easy access, optimal organization, and efficient

restocking of materials. Finally, remove the bulky overstock of disposable products such as paper towels, patient napkins, gloves, cotton rolls, gauze, saliva ejectors, etc. to create more storage space if needed. These items can be moved to another storage area or divided up amongst the treatment rooms. If sufficient storage space is not available for Tubs in Central Sterilization, they may be stored in the Treatment rooms. Look to Zirc for a more organized, efficient, attractive sterilization center.



1 Clean storage for instrument setups after being removed from autoclave.

2 Counter space in the “clean area” of the Sterilization Center is ideal for preparing each procedure’s instrumentation ahead of time.

3 Store completed Tray setups with instrumentation in racks.

4 Store Tubs in either Central Sterilization or treatment rooms, whichever best suits your practice.

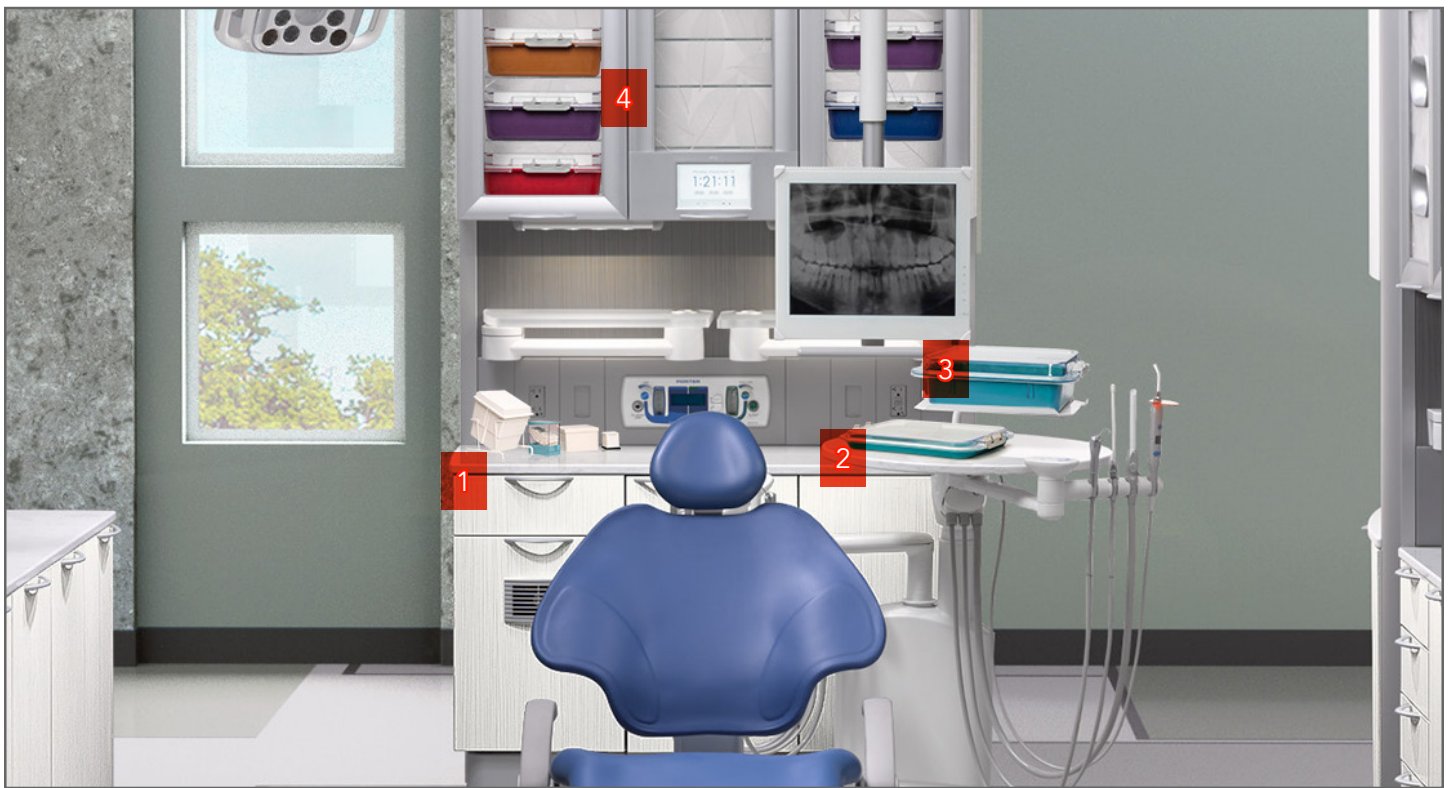
STEP 3: *Set Up the Treatment Room*

Zirc's color-code products are designed for the highest level of organization and efficiency for the dental practitioner. This, along with the inviting appearance at chairside, will provide your patient with a positive, pleasing experience.

As part of the room prep, the designated B-Lok Tray System & Procedure Tub is brought into the Operatory before the patient is seated. Keep your instruments organized by returning them to the correct space in the cassette as you use them. Soiled gauze and cotton rolls should be placed in a receptacle as you work to maintain a clean working area. The compact size of Zirc's Handi Hopper is ideal for conveniently mounting to any counter or cabinet. Upon completion of the

procedure, simply close the cassette and return burs and any other instrumentation to the procedure tray. Secure the B-Lok Tray Cover back on the tray before excusing the patient. This provides a great patient experience with a quick room turnover.

Keep disposable products, such as gauze, cotton rolls, gloves, masks, paper towels, saliva ejectors, etc. in the treatment room. This will allow for quick and easy restocking of the dispensers and drawer organizers. Keep the most used products within arms reach so you can easily retrieve more during the procedure if needed. Enjoy the benefits of an organized and efficient treatment room with Zirc's Color-Coding system.



1 Cotton roll and gauze dispensers within arms' reach for easy access.

2 Covered tray with cassette and all other required instrumentation provides an organized work area and is visibly pleasing to the patient.

3 Covered procedure tub for easy, safe transport. Tub setup has all of the dental materials needed for the procedure.

4 Store tubs in either Central Sterilization or treatment rooms, whichever best suits your practice.

STEP 4: Organization Simplified

Incorporate Procedure Trays



Our selection of color-coded trays offers organization, efficiency, and, when used with our exclusive Safe-Lok® Tray Covers, a level of infection control and safety unlike any other product:

- Set up procedure instrumentation on the tray ahead of time. Our E-Z Jett® Cassettes fit nicely and still leave room for other instrumentation. Secure the Safe-Lok® Tray Cover to keep items clean and for safe transportation to chairside. Remove the cover once the procedure begins.
- Once the procedure is complete, the Safe-Lok® Tray Cover prevents crosscontamination, injury, or damaged instruments during transportation back to the sterilization area. Keep all contaminated items enclosed until you are ready for the cleaning and sterilization process.



Ensure compliance with OSHA and CDC regulations with color-coded trays and Safe-Lok® Tray Covers

STEP 5:

Hand Instrument Management

Zirc's E-Z Jett® Cassettes are the most efficient, safe, and protective way to store your instruments. Instruments stay in the cassettes through sterilization, storage, and at chairside.



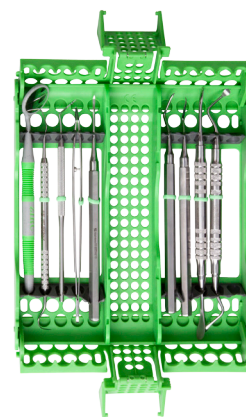
E-Z Jett® Cassette
5-Place



E-Z Jett® Cassette
8-Place Slim



E-Z Jett® Cassette
8-Place



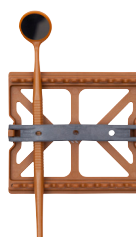
E-Z Jett® Cassette
10-Place



Performance
Tool Organizer*



Standard & Compact
Steri Containers



Mini Mat



Bur-Endo Holders

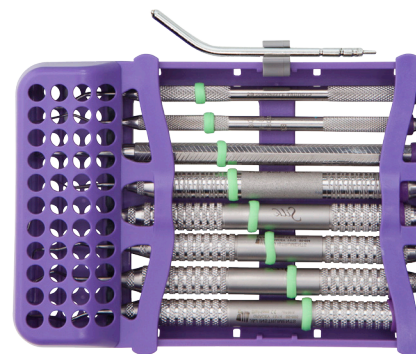
**Pair with an E-Z Jett® Cassette to complete your procedure setups*

Instrument Management

Take your organization one step further with E-Z ID Rings & Tape, using one color to identify practitioner and a second color to identify the procedure. To eliminate confusion between the doctor and assistant and improve the patient experience, E-Z ID Rings can be placed in a diagonal pattern to show the order of use.



E-Z ID Rings & Tape



Example of Color Coding with E-Z ID Rings

Step 6: Material Management

Organize your materials by procedure with Tubs and take the stress out of your day-to-day operations. You'll have everything you need in one tub that can be easily transported from storage to operatory.

Note: below are examples - organize your Tub to fit your needs.



Crown & Bridge Tub

Procedure tub, tub liner, tub dividers, divided slide tray, a variety of impression trays, tray adhesive, retraction cord, glass ionomer build-up material capsules, glass ionomer applicator set, cavity liner, cement mixing tips, irrigating syringe and tips.



Endo Tub

Procedure tub, tub liner, tub dividers, divided slide tray, rotary file hand piece, Zirc endo guard filled with hand files & rotary files, refill endo files, gutta-percha, paper points, endo x-ray holders anterior & posterior, irrigating solution, irrigating syringe, irrigating syringe tips, root canal cement, cement mixing tips, rubber file stoppers.



Capsule Composite Tub

Procedure tub, tub liner, capsule composite kit, composite capsules, Tofflemire® Matrix Bands, Zirc matrix dispenser, composite applicator, syringe etchant, syringe decay detecting solution, desensitizing agent, sponge applicators, cavity conditioner, glass ionomer cement & varnish, cavity primer and bond agent, sandpaper discs, composite polishing cups, wedges, syringe tip refills, brush tips, dappen dishes.



Syringe Composite Tub

Procedure tub, tub liner, syringe composite kit, a variety of syringe composite, syringe etchant, decay detecting solution, cavity conditioner, cavity liner, cavity build-up material, composite matrix, finishing strips, finishing discs, syringe tips



Implant Tub

Procedure tub, tub liner, tub dividers, divided slide tray, 2 single tub cups with covers, Zirc implant organizer, abutments, healing caps, impression copings, ratchet implant wrench, Teflon tape, capsule & flowable composite, composite applicator, etch, syringe tips, applicator sponges



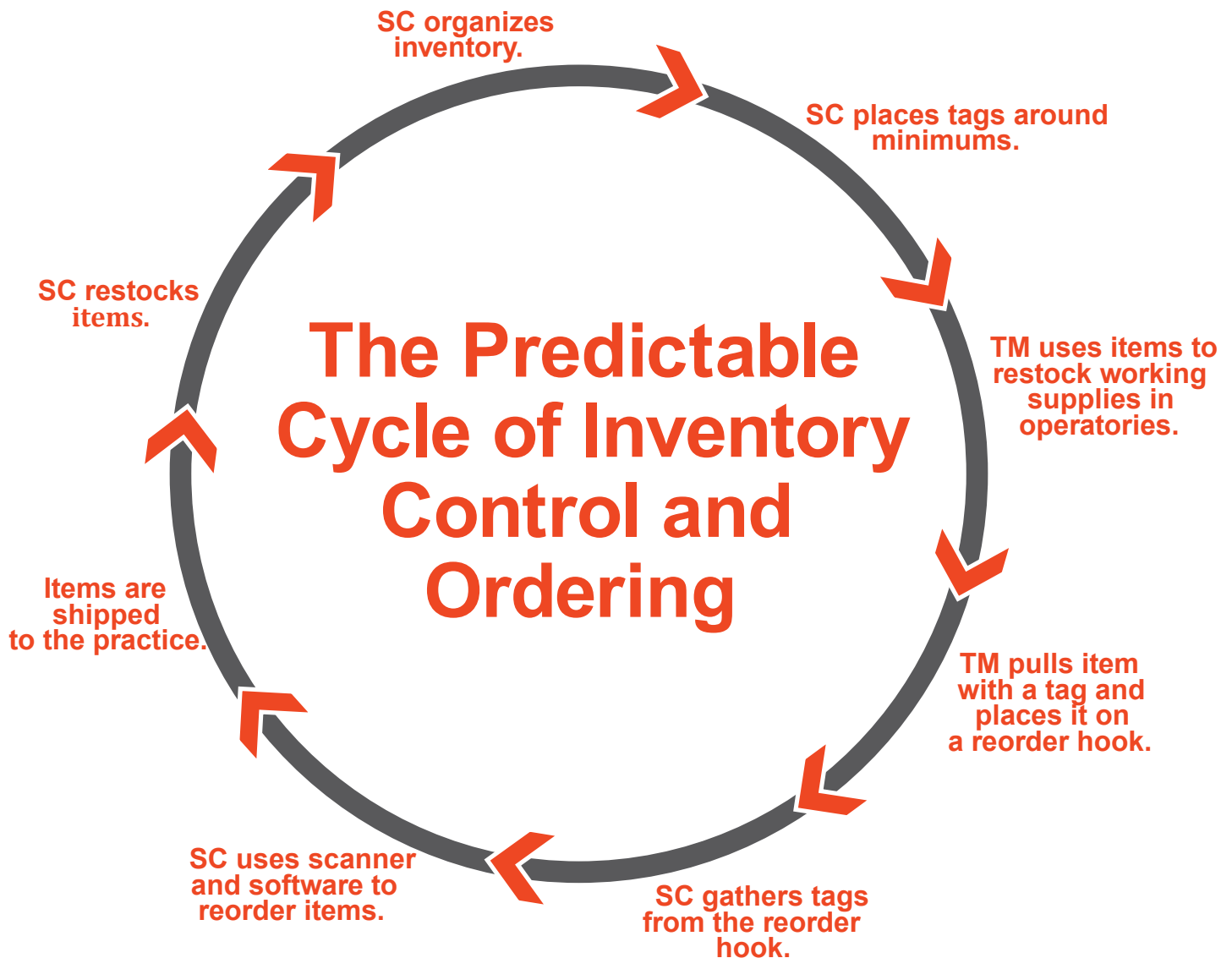
Hygiene Tub

Procedure tub, tub liner, tub dividers, divided slide tray, single tub cup with cover, fluoride trays, variety of prophylaxis paste, floss, fluoride drops, dappen dishes, brush applicators, prophylaxis paste rings, PH test strips, prophylaxis cups.

Inventory Control & Ordering in Practice

Putting it All Together: How Inventory Control & Ordering Work

Disorganized and arbitrary inventory control and ordering lead to unnecessary practice overhead, wasted supplies, and loss of profit. Implementing a fully integrated inventory system not only improves profit margins, but also increases communication among team members and facilitates a more convenient and efficient ordering protocol. With the help of a software-based tag inventory system, dental practices can streamline the ordering process, promote organization, and regulate inventory expenses.



Key: SC = Supply Coordinator TM = Team Member

Ready for the Reset Install

Now that you have a complete understanding of how disorganized inventory, oversupply, undersupply, and unsystematic ordering can negatively impact the practice, its profit margins, and growth, what aspects of how your practice handles inventory control and ordering—or your own role in these procedures—can you improve upon? What are some challenges that you see your practice facing when making these changes? In what ways do you think that your practice will benefit by implementing an inventory control and ordering system? Use the table below to outline goals that will help you and your practice integrate a systematic and organized approach to inventory control and supply ordering.

Areas for Improvement in Your Practice:

Areas for Improvement in Your Own Role:

Challenges for Your Practice:

1.

2.

3.

Challenges for Yourself:

1.

2.

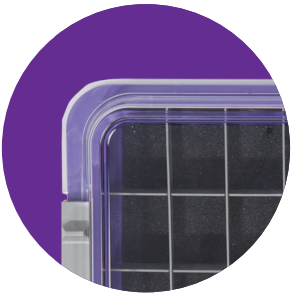
3.

Solutions:

Goals of Inventory Control and Ordering within Your Practice:

Acknowledgment

Academy of Chairside Assisting would like to thank all the practice management experts who, over the years, have shared so much expertise to perfect our knowledge and practice of inventory control and supplies ordering.



COLOR METHOD

THE KEY TO ORGANIZATION

Organization is the goal.
Color is the method.
Zirc is your solution.

How much time can **YOUR** practice save ?

COLOR METHOD

THE KEY TO ORGANIZATION



You'll be amazed by how much time you'll save and the increased revenue you'll earn by implementing the Color Method into your practice!

CUSTOMER TESTIMONIALS

The dental office is a busy place. You want to focus on what matters most -- time with the patient and infection control. Utilizing a color code system will help you become more organized, prepared and efficient.

- Lori Trost, DMD
Dentist, Speaker, Educator

The Zirc organization and storage systems have blown me away. My days have become more efficient since everything I need for any given procedure is now at my fingertips. I no longer need to search through all the drawers to find anything, and the practice is neat and organized making everyone's day easy and pleasurable.

- Mercy Guerrero, CDA
Wall Street Dentistry, Alabama

In my experience, the tub system really helps you cut down on exchange times between patients. Zirc's tub system helped us gain some valuable time that could be used doing other types of production, adding new procedures to the practice, and really generating more revenue.

- Cappy Sinclair, DDS
Virginia Beach, Virginia

CASE STUDY

The following is an independent study conducted by Dr. Tanya Brown, Dental Consultant and Speaker. Dr. Brown is the founder and owner of The Center for Cosmetic & Restorative Dentistry in Chesapeake, VA.



Dr. Brown implemented Zirc's color-code organizational system in her dental practice, and measured the results. This data is based upon a 5-day work week, over a period of 8 weeks.*

*4 weeks prior to implementing the Color Method, and 4 weeks after

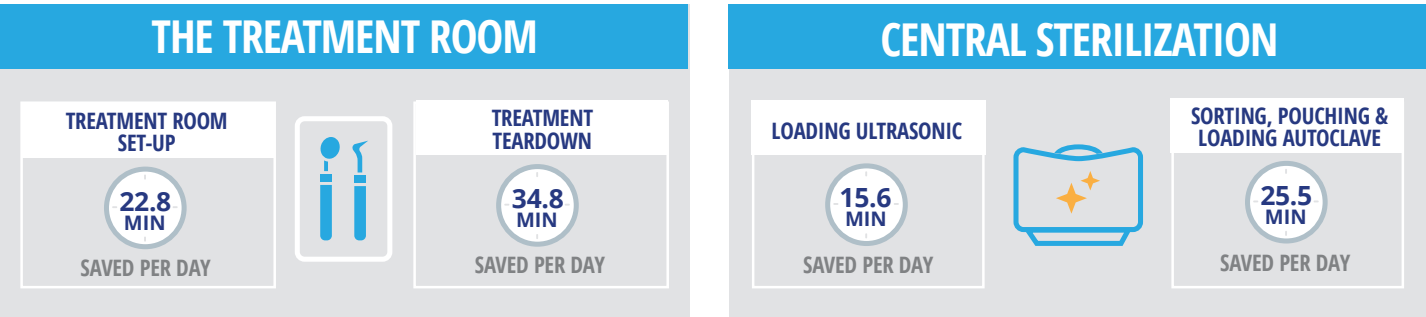
For further details visit www.zirc.com/case-study

Dr. Brown's team
saved
an average of

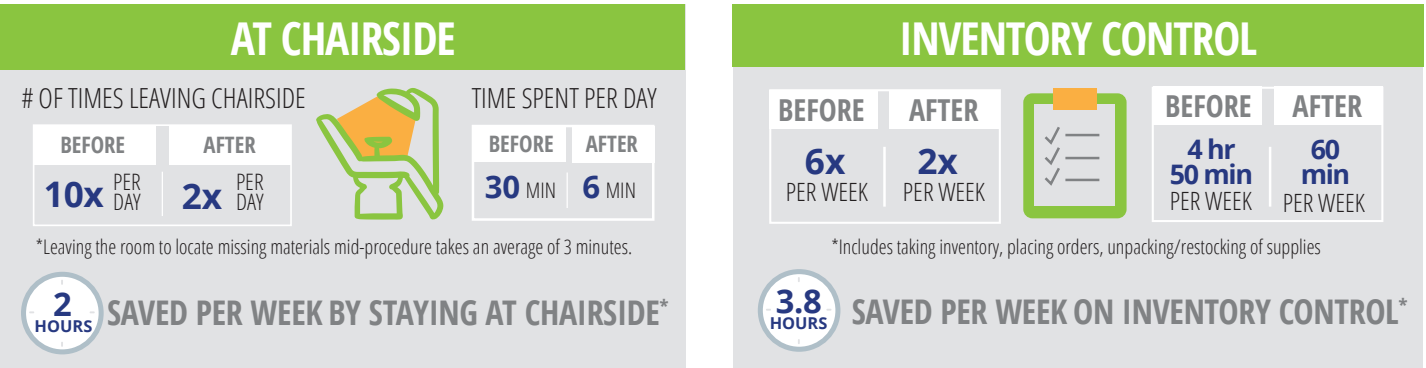


PER WEEK
with the Color Method!

THE STUDY ASSESSED 4 DIFFERENT FUNCTIONS OF THE PRACTICE:



The practice **SAVED** an average of **24.6 HOURS** per week in the treatment room & central sterilization



In addition, the practice **SAVED** an average **5.8 HOURS** per week on inventory control & reducing time away from chairside

COLOR METHOD

THE KEY TO ORGANIZATION



Zirc's Color Method creates a streamlined, stress-free day-to-day routine – from set up to sterilization. Increase your practice's overall productivity – by making your dental team **happier** and **more efficient!**

Efficiency

Zirc's color-code products are designed for the highest level of organization and efficiency for the dental practitioner.

Productivity

Spend less time searching for instruments and materials, and more time focused on patients and procedures.

Value

Zirc's color-code system utilizes high quality, durable resin products at an affordable price.

Simplicity

Let us show you how easy it is!



STEP 1


GET COLORFUL

Let's get started! Color is the foundation of the Zirc Color Method. Each procedure should be assigned a color. Color is what will transform your office into being organized, efficient and stress free!

Here's an example:

COLOR	PROCEDURE
I - Grey	Exam/Basic Setup
Q - Neon Orange	Composite
O - Neon Yellow	Crown and Bridge
P - Neon Green	Extraction
N - Neon Blue	Root Canal
S - Neon Pink	Removable Prosth.
E - Plum	Hygiene 1
T - Midnight Blue	Hygiene 2

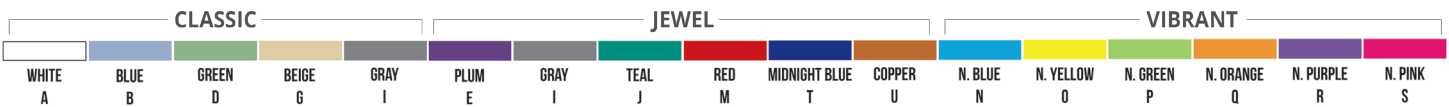




Create your own color chart online at www.zirc.com and post in a central location.



Choose from 16 color options!



View our full product line at www.zirc.com

STEP 2

INSTRUMENT MANAGEMENT

Now that you've had the chance to get colorful, you will set up your procedures in advance. The best way to manage your instruments is by utilizing Zirc's trays, cassettes, and bur/endo holders, making it easy to identify which instruments will be needed at chairside. This eliminates wasted time searching for missing items – making you more efficient!

Why use cassettes?

Efficiency

Keep instrument setups together through sterilization and procedure processes.

Cost Savings

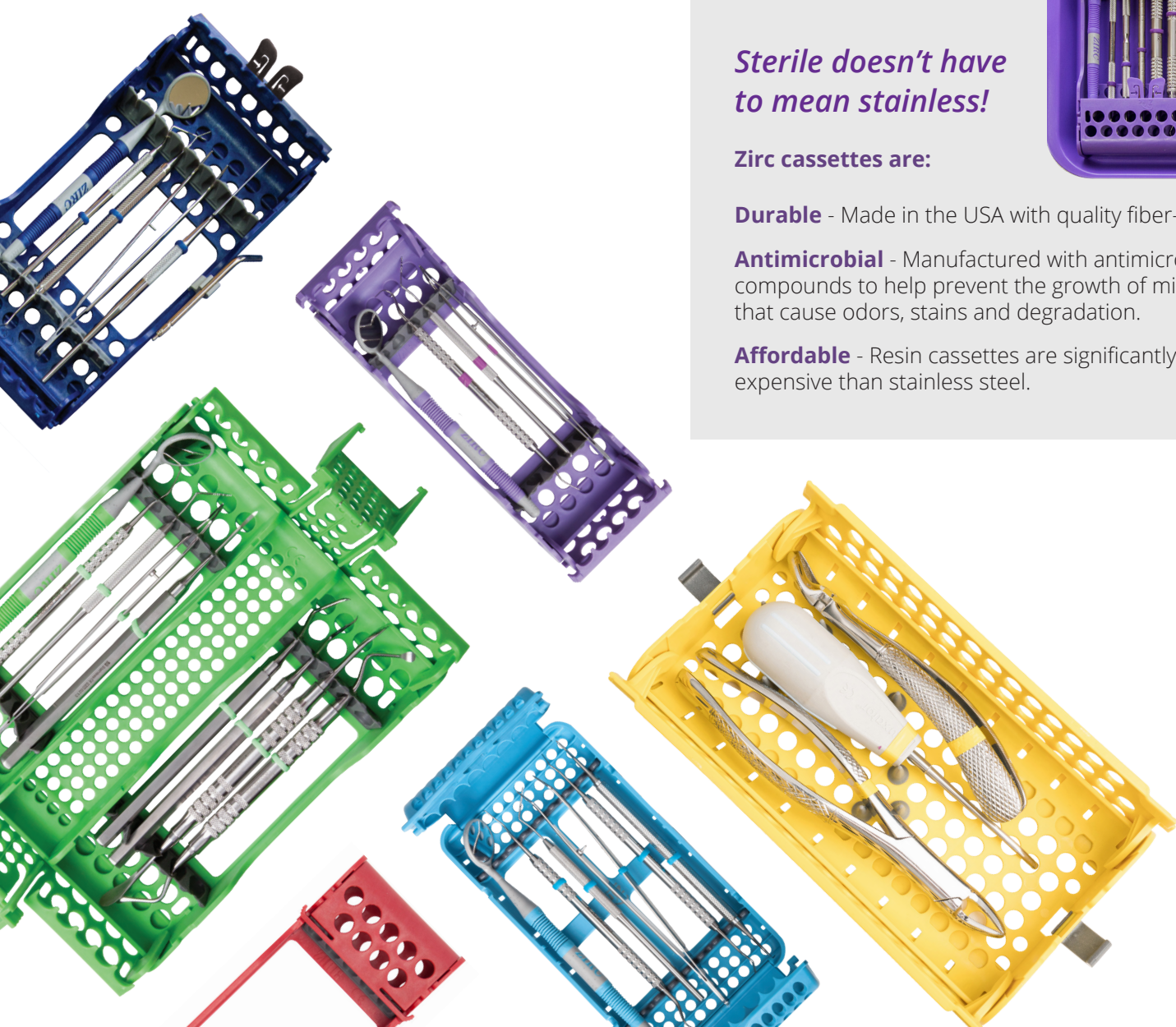
Protect your instruments from extensive damage and prolong their life.

Protection

Prevent your team from a potential exposure by minimizing the handling of contaminated instruments.

Patient Perception

A colorful, organized chairside is pleasing to the eye, making the patient less anxious.



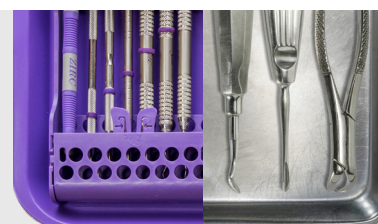
Sterile doesn't have to mean stainless!

Zirc cassettes are:

Durable - Made in the USA with quality fiber-filled resin.

Antimicrobial - Manufactured with antimicrobial compounds to help prevent the growth of microbes that cause odors, stains and degradation.

Affordable - Resin cassettes are significantly less expensive than stainless steel.



Trays and Safe-Lok® Covers

Match the color of your tray to the cassette and bur/endo holder you are using for each procedure.

Keep your practice in OSHA/CDC compliance by using Zirc's B-Lok trays and Safe-Lok® covers.

The Safe-Lok® clear tray cover allows you to see everything at a glance, and keeps instruments sterile and secure during transportation.



Take your organization one step further with identification. Apply **E-Z ID Rings and/or Tape** on instruments in your cassettes.



Procedure (Orange)

To show order of use, place rings in a diagonal pattern.

Practitioner (Blue)

For multiple doctors or hygienists, add an extra color to identify between practitioners.



There's so much more to see!

View our full product line at www.zirc.com

including bur blocks, endo holders, instrument mats and more!

STEP 3

MATERIAL MANAGEMENT

Improve the efficiency of your storage, sterilization, and treatment rooms with Zirc's color-coded Procedure Tubs. Tubs provide storage for procedure specific materials that can be transported between centralized storage and the treatment room. This creates accessibility to materials without crowding treatment rooms drawers.

Organize your procedure specific materials in a tub that matches the procedure color.

Create at least 1 tub per procedure.

Lock with Zirc's Safe-Lok® Tub Cover.



**Zirc
TIP**

Save time with tubs!

Restock all tubs simultaneously
at least once a week
to ensure efficiency.

Tubs help eliminate overstocking
and lost/expired materials.

Get a quick start with Zirc's Complete Tub Kit ►

*... or select from Zirc's variety of tub
accessories to customize your own!*

Need help determining what you need?

Contact our Efficiency Consultants to get started!



800-328-3899



zirc.com/zobe



Mix and match with Zirc's tub accessories to customize each of your tubs!



Crown & Bridge Tub



Endo Tub



Syringe Composite Tub



Hygiene Tub



Capsule Composite Tub



Implant Tub

A fully organized procedure tub becomes your portable drawer!

View our full product line at www.zirc.com

STEP 4

CENTRAL STERILIZATION

A centrally located sterilization center is the ideal place to store your procedure tray and tub setups along with excess procedure specific materials. It allows for easy access, optimal organization, and efficient restocking of materials.



Here's how it works:

- 1 Pouched instrumentation is immediately stored on a B-Lok Tray with Safe-Lok® cover.
- 2 Matching tray and tub are brought to the treatment room together for each procedure.
- 3 Tray and tub return to sterilization after every use for easy reprocessing. All of Zirc's instrument and bur/endo holders are autoclavable.

Surface disinfect tubs, trays and covers.

Store all of your trays and tubs in central sterilization.

**Zirc
TIP**

Store procedure setups using Zirc's **Multi-Mod Racks** on your counterops or in cabinets. All trays and tubs for same procedure should be stored **grouped together**.



STEP 5

TREATMENT ROOM

With your setups stored in central sterilization, the treatment room remains uncluttered, providing a stress-free environment for employees and patients. You can store your non-procedure specific materials in treatment room cabinetry, keeping your countertops clean and organized.

Treatment Room Materials:

- gloves
- gauze
- masks
- patient napkins
- saliva ejectors
- cotton rolls
- HVE tips
- dry angles
- anesthetic
- needles



The result:

An attractive, well-organized view from chairside helps to put your patient at ease. When your dental office runs smoothly, you gain the extra time you need to build trusting, lifelong relationships with your patients.

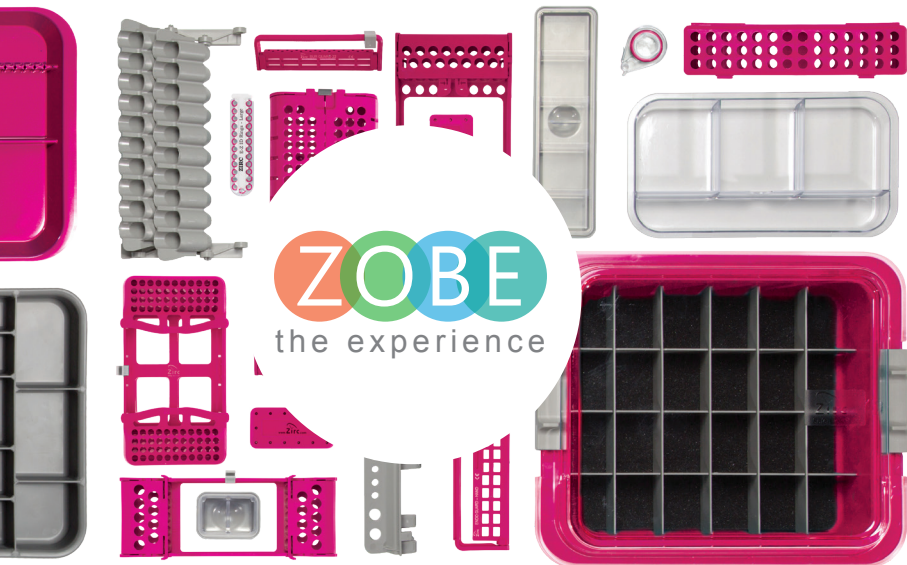
COLOR METHOD
THE KEY TO ORGANIZATION

Viola!

Now that you have fully implemented the Color Method, your practice's workflow will become a systematic routine between the sterilization and treatment room, creating maximum efficiency!

View our full product line at www.zirc.com

Connect with an Efficiency Consultant!



COLOR METHOD

THE KEY TO ORGANIZATION

NEED HELP GETTING STARTED?

Zirc's **O**rganizational **B**ox of **E**fficiency is a complementary resource that assists you in implementing the Color Method. Work one-on-one with our Efficiency Consultants to determine which products are needed within your practice!

800-328-3899 zirc.com/zobe

MAKING DENTAL TEAMS **HAPPIER** & **MORE** *efficient!*



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ORGANIZATIONAL TIPS
UPDATES ON NEW PRODUCTS
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Because Time Is Everything

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