

# Seminar & Webinar Catalog



Communication Solutions for Veterinarians has provided continuing education for veterinary professionals for more than 10 years. We train veterinarians and practice teams on the latest in client service, compliance, revenue growth, hospital management, communication skills, personnel development, and marketing. Our practical concepts are easy to implement even in the busiest practice environments. Interactive, high-energy sessions deliver ideas that teams can put into practice immediately following training.

Communication Solutions for Veterinarians is an American Association of Veterinary State Boards of Registry of Approved Continuing Education Provider. The following programs were reviewed and approved by the AAVSB RACE program for continuing education:

Торіс	CE Credits
Bark Back at the Economy	2 hours
Compliance Summit: How You Can Dramatically Improve Compliance	7 hours
Creating Standards of Care for Your Practice	2 hours
Easy Ways to Increase Your ACT	2 hours
Effective Inventory Management	2 hours
Fix the Compliance Leaks in Your Practice	2 hours
How to Say It: Talking With Clients About Wellness Care	2 hours



If your organization wants CE credit for additional topics, just let us know and we can submit an application for approval. RACE continuing-education application fees will apply. Please contact AAVSB at race@aavsb.org should you have any comments regarding programs' validity or relevancy to the veterinary profession. Communication Solutions for Veterinarians is provider #419. Participants should be aware that some state boards have limits on the number of hours accepted in certain categories and/or restrictions on certain methods of delivery of continuing education.

Communication Solutions for Veterinarians' seminar catalog is organized by subject. Each seminar description includes the length and target audience so you can mix and match sessions to fit your needs. We offer webinars in addition to live seminars.

Each year, Wendy S. Myers trains thousands of veterinarians and staff members. An overwhelming 70% of audiences rated her presentations as "Exceeded Expectations" in 2009.

- ✓ "The information was state-of-the-art and up-to-the-minute, current and relative. Your marketing strategies topic was extremely relative in today's economic climate." Dr. Rod Winchester, Julington Creek Animal Hospital, Jacksonville, FL
- ✓ "A must. Gotta hear her! Wendy is great with staff members. They loved her presentations and implemented her ideas!" Dr. T. Wodiske, Family VetCare with three locations in Phoenix, AZ



"Our staff learned so many new ways to provide excellent service." Robyn Fuller, practice manager, Cobbs Ford Pet Health Center, Prattville, AL

#### Meet Your Speaker



Wendy S. Myers owns Communication Solutions for Veterinarians in Denver, Colorado. Her consulting firm helps practice owners and teams improve compliance, client service and hospital management. Communication Solutions for Veterinarians has provided mystery phone shopper training for more than 2,600 receptionists nationwide to help veterinary hospitals gain new clients and deliver exceptional service.

Wendy is the author of four books, *How to Conduct Effective Reminder Calls & Callbacks, The Veterinary Practice Management Resource Book & CD, Your High-Performance Practice: Building Stronger Client Relationships Through Superior Pet Care, and Phone Shopper Flash Cards.* 

Wendy has produced five videos, including:

- "Twice-a-Year Wellness Exams & Vaccination Solutions: An Educational Program for Practitioners & Staff" (Fort Dodge Animal Health, 2005)
- "Excelling at Client Service & Conflict Resolution," a three-video series (Pfizer Animal Health, 2004-2006)
- "Protecting Pets, Protecting People: Your Resource Guide to the Prevention of Zoonotic Disease" (Merial, 2002)

Wendy is a partner in Animal Hospital Specialty Center (www.ahscvets.com), a 12-doctor, 17,000-squarefoot referral hospital in Highlands Ranch, Colorado. Serving Denver for more than 40 years, the AAHAaccredited hospital offers internal medicine, surgery, oncology, acupuncture, and emergency care to Colorado's best friends 24 hours, 365 days a year.

For five years, Wendy served as editor in chief of *Veterinary Economics*, an award-winning monthly business magazine for veterinarians. She has published articles in *AAHA Trends, Veterinary Economics, Veterinary Practice News, Veterinary Forum, Exceptional Veterinary Team,* and *The Team.* Wendy has taught marketing communications in the master's degree program at Colorado State University. She is a past national president of the Society of Professional Journalists. You can subscribe to Communication Solutions for Veterinarians' monthly e-newsletter at www.csvets.com.

To book Wendy for your event or to learn more, please contact us at:

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Twitter: @wendysmyers



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## **Compliance Strategies**

This one-day compliance summit teaches veterinarians, managers, and teams how to maximize client compliance.

- Conducting a compliance audit and understanding industry benchmarks
- Setting standards of care that encourage compliance
- Coaching your team on how they can influence compliance
- Assessing client compliance in the exam room through medical records, tracking codes in veterinary software, and taking thorough patient histories
- Pricing strategies for wellness services and drugs
- Promoting 12 packs of preventatives and encouraging year-round dosing
- Strengthening your reminder and callback system for maximum compliance

Audience: Veterinarians, practice managers, all staff



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- Ways to strengthen recommendations
- Increasing follow-up visits
- Tracking your compliance for benchmarking

Audience: Veterinarians, all staff

Speaker note: Makes a great keynote or dinner program.

#### **3.** Creating Standards of Care for Your Practice (2 hours CE credit) ...........2 hours

- What medical areas to develop protocols in
- How to communicate your protocols to staff and clients
- Monitoring compliance for your standards of care

Audience: Veterinarians, all staff

Speaker note: Makes a great keynote or dinner program.



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- Learn how to professionally promote wellness services
- Ways to increase follow-up visits
- Tips to rejuvenate client service
- Audience: All staff

Speaker note: Great for staff meetings.

- - Reviewing medical records for compliance gaps
  - Echoing your protocols for prevention through every staff
    member
  - Getting clients to say yes to optimal care



#### 6. *NEW!* Show Value to Get Clients to Say "YES!" ......1 hour

- Promoting the affordability of your services and products
- In this economy, clients are more cautious about spending dollars but are willing to do so if you communicate the value of your care
- Presenting treatment plans, lab test results, and invoices

Audience: All staff

Speaker note: Great for staff meetings.

- **7**. **NEW!** Taming the Internet Pharmacy Monster......1 hour
  - Rescuing lost revenue and winning back clients
  - Setting up your own online pharmacy
  - Creating safeguards that protect clients who request prescriptions

Audience: Veterinarians, practice managers, inventory managers

#### 8. NEW! Are Single Doses Killing Your Compliance?......1 hour

- Why you shouldn't sell single doses
- How to boosts sales of packs
- Measuring your preventative compliance and potential growth

Audience: All staff

Speaker note: Makes a great dinner program or staff meeting.

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- Scheduling follow-up visits at checkout
- Engaging callbacks for ear, skin, and chronic conditions
- Getting compliance for procedures that were recommended but not scheduled

Audience: Veterinarians, all staff

### Thriving in Today's Economy



#### 10. NEW! Bark Back at the Economy (2 hours CE credit)......2 hours

- Is your revenue up, down, or flat?
- Discover industry benchmarks and economic trends
- Learn 7 strategies to take a proactive approach in a tight economy and watch your business grow!

Audience: Practice owners, veterinarians, practice managers Speaker note: Makes a great keynote or dinner program.



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#### □ 11. NEW! Effective Inventory Management (2 hours CE credit)......2 hours

- Consolidating drugs
- Managing reorder points
- Competing with internet pharmacies

Audience: Veterinarians, managers, technicians Speaker note: Makes a great keynote or dinner program.



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- Benchmarking your average charge per transaction
- Identifying missed opportunities
- Discovering strategies guaranteed to boost your bottom line

Audience: Practice owners, veterinarians, managers

Speaker note: Makes a great keynote or dinner program.

#### 13. **NEW!** Thrive: Selling Clients the Value of Prevention......1 hour

- Converting clients from 6 to 12 month dosing through pricing strategies and rebates
- Teaching clients about the value of prevention compared to the cost of diagnosis and treatment

• Explaining the importance of wellness services in today's trickier economy Audience: All staff



#### 14. NEW! Deliver a Great Service Experience in a Down Economy......1 hour

- Convincing cautious clients to accept the care that pets need
- Screening medical records for compliance opportunities
- Showing value for professional services and products

Audience: All staff

#### **15. NEW!** Thrive: Rejuvenating Client Service to Keep Clients Coming Back......1 hour

- Consistently exceeding clients' expectations
- Discovering dozens of ideas to WOW! clients daily

• Tapping your creativity for educational displays in your lobby and exam rooms Audience: All staff

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- Giving your reminder system a tune-up to keep clients coming back
- Going beyond postcards to contact clients multiple times, multiple ways
- Using e-mail marketing for improved compliance

Audience: All staff

#### 17. NEW! Thrive: Is Business Slow? Call Your Clients!......1 hour

- Creating codes and callbacks for services that were recommended but not scheduled at checkout
- Getting patients to return for medical progress exams
- Setting up protocols and callbacks for pets on long-term drugs
  dianage. All staff
- Audience: All staff

#### 18. **NEW!** How Can I Compete With Low-Cost Clinics and \$4 Generics? ......1 hour

- Distinguishing your practice on service—not price
- Tracking free exams for new clients and shelter discounts
- Prescribing veterinary-approved drugs instead of generics

Audience: Practice owners, associate veterinarians, practice managers, technicians





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- Techniques that won't make you feel like a salesperson
- Bundling products with procedures
- Showcasing products in your lobby and exam rooms

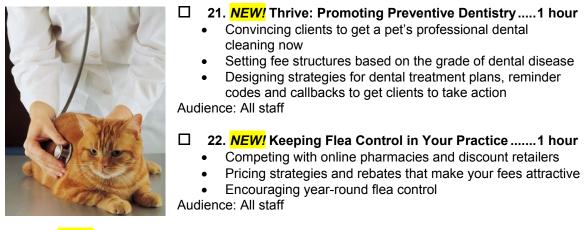
Audience: All staff

#### 20. NEW! Marketing Ideas From \$50 to \$500 ......1 hour

- Attracting new clients and retaining existing clients without coupons or gimmicks
- Starting a referral program

Maximizing your internal promotions

Audience: Practice owners, managers



#### **23. NEW!** Thrive: Avoiding Accounts Receivable Pitfalls ......1 hour

- Offering payment methods and proactive financial policies so clients will pay now
- Collecting deposits and helping financially strapped clients

• Setting employee charge guidelines so staff don't get in over their heads Audience: Practice managers, all staff

#### **24. NEW!** Thrive: Reversing the Decline of Feline Visits ......1 hour

- Understanding why cat owners aren't visiting as often
- Designing standards of care for feline patients
- Engaging strategies that keep cat owners coming back every year

Audience: Veterinarians, all staff

#### **25. NEW!** Thrive: Developing Business Partnerships With Sales Reps......1 hour

- Taping CE programs to boost your team's knowledge
- Sharing your sales and compliance figures so reps can help you grow
- Gathering ideas for merchandising, compliance and networking with area clinics

Audience: Veterinarians, technicians, all staff



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## **Communication Skills**

	26.	NEW!	10 Ways to Connect With Callers1 h	າour
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- Developing a bond through tone, phrases, and questions with a purpose •
- Using callers' and pets' names in every conversation
- Promoting your services to phone shoppers and clients

Audience: Receptionists

- **27.** Have Clients at Hello: Core Phone Skills ...... 1 hour
  - Delivering great greetings and upbeat attitudes •
  - Juggling multiple lines and hold etiquette •

Making appointment and surgery confirmation calls Audience: Receptionists

#### 28. Have Clients at Hello: Advanced Phone Skills ...... 1 hour

- Taking messages and managing voicemail •

<ul> <li>Making follow-up and reminder calls</li> <li>Handling emergencies and difficult callers Audience: Receptionists</li> </ul>
<ul> <li>29. NEW! Have Receptionists Speak With Confidence</li></ul>
<ul> <li>30. NEW! New Ways to Communicate With Clients</li></ul>
<ul> <li>31. NEW! Phrases to Banish in Client Communication</li></ul>
<ul> <li>32. NEW! Capturing Phone Shoppers in Today's Economy</li></ul>
<ul> <li>33. NEW! Missed Opportunities Over the Phone</li></ul>



#### □ 34. NEW! Creating Great First Impressions......1 hour

- Creating a memorable veterinary visit from check-in to checkout
- Preparing new clients for a welcoming first appointment
- Providing service touches throughout the visit
- Audience: All staff

#### 

- Inspiring the front-office team to achieve 5-star service daily
- Discover training resources that will instill confidence and commitment in your team
- Tasks that elevate compliance and the critical role of front-office staff

Audience: Receptionists, office managers

#### **36. NEW!** Using Body Language in Client Conversations ......1 hour

- Getting off to a great start
- Understanding body language in the exam room
- Presenting treatment plans and invoices

Audience: All staff



#### **37. NEW!** How to Leverage E-mail Communication With Clients

- Saving money in today's economy with e-mails
- Collecting clients' e-mails daily
- Tracking e-mail response rates
- Confirming client appointments and sending new clients to your website to complete paperwork in advance
- Sending negative heartworm and intestinal parasite test results by e-mail to show value for your professional services

Audience: Practice managers, all staff

#### **38. NEW!** Give Your Reminder System a Makeover in Today's Economy .......1 hour

- Selecting which services and products to remind
- Reminding clients multiple times, multiple ways with postcards, e-mails, and phone calls
- Sending reminders weekly can make you more productive
- Using e-mail for surgery and appointment confirmations, medication monitoring, monthly preventative dosing, and more

Audience: Practice managers, all staff

#### **39. NEW!** Explaining Medical Terminology......1 hour

- Describing vaccines and heartworm and intestinal parasite testing in easy-to-accept terms
- Promoting preanesthetic testing and surgical protocols

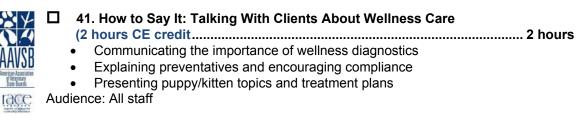
Giving word makeovers to medical terms that clients may not understand

Audience: All staff

#### 40. NEW! Explaining Finances With Confidence ......1 hour

- Presenting treatment plans to gain compliance
- Offering payment choices that don't put your practice at risk in today's economy
- Collecting deposits for emergencies and special cases





#### 42. How to Say It: Talking With Clients About Money ......1 hour

- How to overcome, "It's how much?"
- What to do when clients get upset about the bill
- Proactive financial policies so clients gladly pay!

Audience: All staff



#### **43.** How to Say It: Talking With Clients About Sticky

Subjects..... 1 hour

- Dealing with angry clients
- Talking about a pet's weight when the client is fat
- Handling concerns about the bill

Audience: All staff

#### 44. How to Say It: Talking With Clients About

- Dentistry ...... 1 hour
   Emphasizing the medical benefits and immediate need
- of dentistry
- Presenting the dental treatment plan
- Using visual aids to help clients understand this medical procedure

Audience: All staff

#### 45. How to Say It: Talking With Clients About Surgery......1 hour

- Presenting the treatment plan to show value
- Explaining preanesthetic testing and anesthetic safety
- Discharging patients so clients understand home-care instructions
  Audience: All staff

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#### 46. How to Say It: Making Effective Reminder Calls & Callbacks ............ 1 hour

- Understanding the reminder cycle and need for follow-up calls
- Learning scripts for reminder calls and callbacks

Adding callbacks to watch your compliance and revenue soar

Audience: All staff

#### 47. How to Say It: Talking With Phone Shoppers ......1 hour

- Giving a great greeting and connecting with callers
- Asking questions to determine needs
- Promoting your practice so you win new clients

Audience: Receptionists, all staff



Client Service
<ul> <li>48. Service Touches for a Wildly Successful Practice</li></ul>
<ul> <li>49. Ways to WOW! Your Clients With Exceptional Service</li></ul>
<ul> <li>50. Secrets of WOW! Service for Receptionists</li></ul>
<ul> <li>52. Secrets of WOW! Service for Boarding &amp; Grooming Staff1 hour</li> <li>Upgrading your boarding offerings</li> <li>Providing boarding and grooming report cards</li> <li>Encouraging referrals and promoting ancillary services</li> <li>Audience: Boarding and grooming staff</li> </ul>
<ul> <li>53. Secrets of WOW! Service for Managers</li></ul>
<ul> <li>54. Secrets of WOW! Service for Veterinarians</li></ul>
<ul> <li>55. How to Project a Confident, Professional Image</li></ul>



#### **56.** Calming Angry & Upset Clients ......1 hour

- Six steps to fix difficult situations
- Win-win solutions to help clients maintain confidence in your hospital
- Sample scripts and case studies

Audience: All staff



#### **57.** Turning Negative Words into Positive Experiences

- ......1 hour
  - Interpreting body language and subtle signals
  - Using effective language in the heat of confrontations
  - Sample scripts and case studies

Audience: All staff

#### **58.** Reclaim Control of Your Appointment Book...... 1 hour

- Choosing the right appointment length based on the reason for the visit
  - Scheduling methods to keep doctors on time
- Managing emergencies and walk-ins

Audience: Receptionists

#### **59.** How to Keep Doctors on Time......1 hour

- Understanding clients' expectations, preferred appointment times and average waits
- Tracking your client wait times for benchmarking
- 10 strategies to keep doctors on time

Audience: All staff

#### **60.** The Team's Role in Client Education ......1 hour

- Advice on how to promote dentistry, pain management, parasite prevention, and nutrition
- Ways to reinforce compliance
- How to present the invoice to show value and prevent complaints Audience: All staff

#### **61.** The Team's Role in Promoting Dentistry ......1 hour

- Teaching clients about preventive care
- Scheduling dental procedures
- Creating effective reminders and callbacks for dentistry
- Audience: All staff

#### 

- Educating clients about your pain protocols
- Effectively using brochures, posters, and teaching tools
- Presenting consent forms and increasing acceptance of pain management



#### **G3.** The Team's Role in Promoting Parasite Prevention ......1 hour

- Creating effective retail displays
- Ways to reinforce compliance

 Understanding and echoing your hospital's protocols for parasite prevention and testing Audience: All staff

#### **64.** The Team's Role in Promoting Nutrition......1 hour

- Maximizing your retail space for nutrition
- Learning ways to teach clients about nutrition
- Improving your knowledge of maintenance and therapeutic diets

Audience: All staff

#### Practice Management

65. Motivating a 5-Star Team......1 hour
Banishing "That's not my job" attitudes

- Getting employees to take initiative
- Challenging your team to provide 5-star service

Audience: Practice managers

#### **66.** Solving the Front vs. Back Attack ......1 hour

- Tips on dealing with gossip and personality conflicts
- Teambuilding exercises you can use today
- · Ways to strengthen communication between front and back staff

Audience: Practice managers, team leaders, veterinarians

- **67.** Train the Practice Manager You Want......1 hour
  - Understanding common hiring mistakes and how to avoid them
  - Defining the role of a practice manager
  - Setting up a training process that gets results

Audience: Practice owners, managers



#### **68.** The Best Way to Train a New Receptionist

.....1 hour

- Creating a roadmap and training plan for success
- Assigning a mentor
- Providing training resources

Audience: Veterinarians, practice managers, team leaders

#### **69.** Creating Training Plans for Your Team .....1 hour

- How to conduct a training survey and create a master plan
- Where you can find free and low-cost training
- Advice on CE allowances and policies

Audience: Veterinarians, practice managers, team leaders



#### **70.** Using Staff in the Exam Room ......1 hour

- Improving client compliance and timeliness of exams
- Developing staff members' tasks for exams
- Organizing client flow for better service

Audience: All staff



#### **71.** Best Practices: Staff & Department Meetings ....1 hour

- Tips on planning meetings that get positive outcomes
- Sample agendas

• Sources of continuing education for in-clinic meetings Audience: Veterinarians, practice managers, team leaders

- - Developing a personnel manual
  - Setting policies for vacation, veterinary care allowances, staff charges, CE, and more
  - Conducting timely and productive reviews

Audience: Practice managers, team leaders, veterinarians

#### **73.** The Best Marketing Programs for Veterinary Hospitals......1 hour

- How much and where you should spend marketing dollars
- 10 proven ways to attract new clients
- Tracking results and return on investment

Audience: Practice managers, team leaders, veterinarians

#### □ 74. Referral Programs That Get Results ......1 hour

- Referrals are your No. 1 source of new clients
- Learn why discounts, credits on accounts, and coupons don't work
- Try these creative, affordable referral programs

Audience: Veterinarians and practice managers

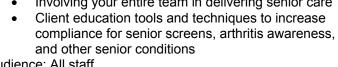
#### Medical Best Practices

- - Creating the components of WOW! wellness end of provention
  - Teaching clients the value of prevention
- Leveraging staff for client education and follow up Audience: All staff
- □ 76. Best Practices: Exam Communication ...... 1 ½ hours
  - Controlling interruptions of cell phones, kids, and pets
  - "Selling" the benefits of your recommendations
  - Teaching techniques to improve compliance





<ul> <li>77. Take Command of the Exam Room, Part 1</li></ul>	
<ul> <li>78. Take Command of the Exam Room, Part 2</li></ul>	
<ul> <li>79. Implementing Twice-a-Year Wellness Exams</li></ul>	
<ul> <li>80. Make Feline Visits Roar!</li></ul>	
<ul> <li>81. Best Practices: Senior Care Programs 1 hour</li> <li>How to set senior care protocols</li> <li>Involving your entire team in delivering senior care</li> </ul>	r



Audience: All staff

**82. NEW!** Creating an Arthritis Awareness Program

- - Assessing pain in the exam room •
  - Taking multiple approaches to managing arthritis •
  - Making arthritis a cornerstone of senior care
- Audience: Veterinarians, all staff

83. Stop the Hurt: Develop a Pain-Management Protocol......1 hour

- Creating a no-pain protocol •
- Doing pain scoring
- Every team members' role in client education and patient care •

Audience: Veterinarians, all staff



#### 84. Boost Year-Round Protection from Fleas and Ticks ......1 hour

- Why pets need non-stop, year-round protection
- Involving staff in monitoring client compliance
- Incorporating diagnostics into wellness exams

Audience: All staff



#### 85. Grow Dentistry to 5% of Revenue......1 hour

- 10 proven strategies for building your dentistry business
- Improving your recommendations and compliance

• Getting clients to say "YES!" to repeat dentistry Audience: All staff

#### **86.** Creating Awareness of Your Dental Services.... 1 hour

- Facts on client compliance for dental services
- Client education techniques to get clients to say "YES!" to preventive dentistry

• Examples of educational tools you can implement today Audience: All staff

#### 87. How to Promote Your Dental Services Year-Round......1 hour

- Tips on creating protocols for preventive dentistry
- Why you should dump the dental month discount and charge fees based on the grade of dental disease
- Strategies to increase repeat dentistry

Audience: All staff

#### 88. Involving Your Team in Dentistry......1 hour

- What receptionists, veterinary assistants, and technicians can do to educate clients and deliver dental services
- Advice on increasing staff knowledge and skills in dentistry
- Ways to set dentistry goals and track your progress

Audience: All staff

#### 89. Preventing Sloppy Medical Records ......1 hour

- Establishing recording-keeping standards
- Getting everyone involved in keeping thorough and accurate medical records
- Coaching doctors and staff who keep sloppy records

Audience: Veterinarians, all staff