



## Kim McCleskey

Kim is a dental practice management consultant with over 25 years of experience administering and leading large dental practices. She is a Certified Professional Business Coach, member of the Academy of Dental Management Consultants and Fellow with the American Association of Dental Office Managers. Kim has managed individual practices as a practice administrator and overseen multiple practices as director of operations. She has also founded and run her own consulting firm. Kim specializes in practice management, strategic business planning, leadership coaching, team development and acquisitions.

# Avitus Dental Management Solutions

## The Business of Dentistry Syllabus

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- Overview of systems and best practices for receiving money.
- Connecting QuickBooks with your dental software system and the bank.
- Industry-standard percentages for overhead expenditures.
- Monthly accountability worksheets for managers.
- Overview P&L (Profit & Loss) Reports and sample packet/spreadsheet.
- Embezzlement-proofing your practice (3-Step Process).
  - » **Step one: Recruitment**
    - Hiring correctly
    - Background checks
    - Communication with colleagues
  - » **Step two: Having and using the systems**
    - Daily deposit balancing
    - QuickBooks
    - Reconciling with bank statements
  - » **Step three: The Eagle Eye**
    - Team knows the systems
    - Team knows they are in place and being checked