

**Executive Director** Lee N. Sheldon, DMD *revised 5-7-14*

**Overall I/C - Div. 1, 2, 3**  
- Danyel

**Dep. Exec. Director** Eleanor Sheldon

**Office Manager** Danyel Joyner

**Division 7**  
**Executive Director**  
Lee N. Sheldon, DMD

**Dep. Exec. Director**  
Eleanor Sheldon

**Legal**  
Eleanor I/C  
Mike Kahn

**Cleaning**  
Cheryl Marbry

**Vacuuming**  
Rebecca

**Equipment Maint.**  
Greg Caudill

**Office Reconstruction**  
Eleanor I/C

**Garbage**  
Kate  
Nadia  
Lisa

**Division 1**  
**Department 1**  
**Personnel**

Danyel I/C

**Hiring**  
Lee I/C

Danyel  
Eleanor

**Attendance**  
Eleanor

**Hats**  
Danyel

**Staff Education**  
Lee

**Staff Training**  
Danyel I/C  
Lee

**Division 1**  
**Department 2**  
**Communications**

Jennifer I/C

**Front Desk Manager**  
Jennifer I/C

Danyel

**Production Scheduling**  
Jennifer I/C

Eleanor  
Jasmine

**Letters In**  
Nadia

Eleanor

**Letters Out**  
Eleanor

**Confirmation calls**  
Nadia

**Phone**  
Jennifer I/C  
Eleanor  
Jasmine  
Nadia

**Light System**  
Eleanor

**Communications Center**  
Eleanor

**Messages on Hold**  
Lee

Bob Krissak

**OSHA**  
Laura

**Division 1**  
**Department 3**  
**Insp/Reports**

Danyel I/C

**Justice/Ethics**  
Danyel  
**Security**  
Eleanor

**Division 2**  
**Department 5**  
**Examinations**

Danyel I/C

**Patient Education**  
Laura I/C  
Danyel  
Jennifer

**Instruction**  
Rebecca I/C

**Examinations and**  
**Treatment Planning**  
Lee

**Juice Plus**  
Margaret Halverson

**Scheduling**  
Jennifer I/C

Eleanor  
Jasmine  
Nadia

**Instruction**  
Lisa I/C

**Division 2**  
**Department 6**  
**Tx Acceptance**

Laura I/C

**Collections**  
Laura I/C  
Danyel  
Jennifer

**Patient Co-ordination**  
Laura I/C

Danyel  
Jennifer

**Follow-ups**  
Danyel I/C

Laura  
Jennifer

**Division 3**  
**Department 7**  
**Income**

Eleanor I/C

**Banking**  
Eleanor

**Money In/Out**

Eleanor

**Medical Insurance**  
Stephanie

**Dental Insurance**  
Eleanor

Jenifer

**Bills to Patients**  
Eleanor

VFP: A smoothly running  
organization with well-  
treated patients and staff

VFP: Fully hatted staff

VFP: Communication  
routed  
swiftly through the  
organization with the  
highest ethics possible

VFP: Patients with full  
understanding of their  
problem and ready to  
start treatment

VFP: A financially vial

**Division 3**  
**Department 8**  
**Disbursements**

Eleanor I/C

**Bills Payment**

Eleanor

**Payroll**

Eleanor

**Purchasing**

Eleanor

**Division 3**  
**Department 9**  
**Records/Assets**

Eleanor I/C

**Dental Equipment**

Laura I/C

Greg

**Special Equipment**

Jenna I/C

**Computers**

Jenna I/C

Tom

**Dental Supplies**

Jenna I/C

**Implant Supplies**

Jenna I/C

**Office Supplies**

Eleanor

**Bank Account**

Eleanor

**Tax Reports**

Leslie Murphy

**Division 4**  
**Department 10**  
**Technical Services**

Courtenay I/C

**Laundry**

Kate

**Sterilization**

Kate I/C

Courtenay

**Sterilization Lab**

Kate I/C

Denise

Amber

**Operatories**

Kate I/C

Denise

Amber

**Appliance Lab**

Lisa I/C

**X-Rays**

Lisa I/C

**Photos**

Courtenay I/C

**TruDenta**

Lisa I/C

**Itero**

Denise I/C

Amber

**Anatomage/guides**

Jenna I/C

**Restorative**

Matthew

Denise

Amber

**Division 4**  
**Department 11**  
**Hygiene Dept.**

Rebecca I/C

**RP and PM**

Rebecca

Sue

**DV**

Rebecca I/C

**Special Projects**

Courtenay

**Division 4**  
**Department 12**  
**Surgery**

Lee I/C

**Surgical Treament**

Lee

**Surgical Assisting**

Jenna I/C

Courtenay

**IV**

Courtenay I/C

Danyel

**PRGF**

Kate I/C

Courtenay

Danyel

Denise

**Post Ops**

Jenna I/C

Courtenay

**Division 5**  
**Dept. 13-15**  
**Validity**

Lee I/C

**Quality Control-Pts.**

Lee

**Success Stories**

Courtenay I/C

**Newsletter**

Jasmine I/C

Jennifer

**Division 6**  
**Department 16**  
**Public**

Stephanie I/C

**Promo-Drs. & Pts.**

Stephanie I/C

Eleanor

Lee

**Lectures-Drs. & Pts.**

Lee

Eleanor

**Dr. Dinners**

Lee

**Video Promotions**

Lee

Andrew Sommer

**Advertising**

Stephanie I/C

Lee

Eleanor

**Booklets/Brochure**

Eleanor

Jennifer

**Personnel**

Danyel

**Furnishings**

Eleanor

**Reception Room**

Nadia

**Bathrooms**

Nadia

**Grounds Appearance**

Laura I/C

Rich Migliore

**Office Appearance**

Laura I/C

**Lunch Area, Comm Area**

Nadia

Jasmine

**Uniform**

Jenna

able organization.

**VFP: Patients treated efficiently with the best treatment that we can provide**

**VFP: Patients who have successfully completed treatment and referring others**

**VFP: A practice that is well-known and well thought of.**

L. Ron Hut



board