

The PPO Exit Checklist

Your Step-by-Step Guide to Successfully Leaving PPO Networks

RID.ACADEMY

Before You Start: Financial Readiness Assessment

<input type="checkbox"/>	Do you have 6+ months of operating expenses in reserve?
<input type="checkbox"/>	Have you analyzed your patient base and retention rates?
<input type="checkbox"/>	Do you understand your current PPO contract terms and exit clauses?
<input type="checkbox"/>	Have you calculated your patient debt collection rates?
<input type="checkbox"/>	Do you have an updated fee schedule ready?
<input type="checkbox"/>	Have you reviewed your malpractice insurance requirements?
<input type="checkbox"/>	Can you commit to 90+ days of transition planning?
<input type="checkbox"/>	Do you have a patient communication strategy in place?
<input type="checkbox"/>	Have you consulted with a dental accountant?
<input type="checkbox"/>	Are you prepared for potential patient attrition?

The Resignation Process: Your Timeline

Follow this structured approach to ensure a smooth exit from your PPO networks:

Day 1-7: Preparation

Review all PPO contracts. Identify termination clauses. Schedule accountant consultation. Begin patient list audit.

Day 8-30: Initial Notice

Submit formal termination letters to all PPO networks. Document all submission dates. Notify staff of transition plan.

Day 31-60: Communication

Begin patient outreach. Schedule individual consultations for high-value patients. Provide fee information.

Day 61-90: Transition

Complete final PPO claims. Update all practice systems. Establish direct billing processes. Train team on new procedures.

Day 91-120: Stabilization

Monitor patient retention rates. Adjust fees if necessary. Celebrate successful exit. Refine new systems.

Patient Communication Templates

Long-Time Patient Script

"We value your business and want to ensure you receive the best care. We are transitioning from PPO networks and would love to discuss a direct payment arrangement that works for your budget. Many patients find they actually save money with us."

Insurance-Dependent Patient Script

"We understand insurance is important to you. While we are exiting PPO plans, we can provide documentation for you to submit to your insurance for reimbursement. We offer the same quality care at transparent fees."

Minimal-Appointment Patient Script

"We wanted to give you advance notice that we are changing how we manage patient finances. After [date], we will be operating on a direct payment basis with transparent pricing. We look forward to continuing your care."