

## Checklist for LIVE Patient Examination

**Select patient**

- Make sure patients meet all your criteria and are familiar with exam process and time commitment.

**Research where and when you want to take the exam**

- Especially important for students whose state accepts more than one state/regional exam and/or whose school offers a pre-graduation exam.
- What date and location is best for you and your patients?

**Make travel and lodging arrangements for you and your patients**

- Confirm your reservation(s) a few days before exam.
- Don't forget about lunch/snacks.

**Verify if malpractice/liability insurance is needed**

- If insurance is provided, research that the coverage is appropriate.
- If not provided, obtain insurance several weeks in advance of exam day.

**Complete and mail/submit application, making sure to include all supporting documents**

**Know your candidates' guide**

- Don't forget to bring it with you to the exam.

**Research programs that will help you prepare and study for your exam**

- Some examples are mock boards and lunch & learns.
- Your state and local dental society may offer assistance.

**Confirm patient and assistant participation**

- Give your patients clear instructions in writing including location and time, and confirm verbally.
- Plan to meet with your patients immediately before exam to ensure promptness.
- If you're using an assistant, be sure to clearly communicate with them as well.

**Develop a schedule for exam day**

**Prepare supplies and equipment for exam day**