

## Appointment Scheduling Implementation

### To Do List

Please prepare the following information and fax or email it to TS4MO in preparation for implementation.

1. Prepare a one-week scheduling guide for each practitioner to include the following information:

- Practitioner's name \_\_\_\_\_
- For each day of the week, list the scheduling start and end times of each daily schedule.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							
Lunch							

- Be sure to provide any scheduling details such as weekly meetings, types of patients, lunch times, etc.  
 Other scheduling details: \_\_\_\_\_  
 \_\_\_\_\_

2. Please provide your practitioner's appointment types:

- Make a list of each type of appointment you schedule for during the day.

Appointment Type	Time Allotted	Notes
New Patient		
Established Patient		
Full Exam		
Well Child		
Attorney Deposition		
Lunch		

3. Please provide any deviancies from the normal schedule:

<b>Change</b>	<b>Date/Time</b>	<b>Notes</b>
Vacation		
Office Closure		
Hospital Rounds		
Holidays1		
Holidays2		
Holidays3		
Holidays4		
Holidays5		
Holidays6		

Notes:

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