



## SEVEN WAYS TO FILL OPENINGS IN THE DOCTOR'S SCHEDULE

1. **Call patients scheduled into the future and move them up**
2. **Patients on the "Short" (notice) call list.**
3. **Patients scheduled that day for a consultation.** If they agree to go ahead with treatment the doctor may be able to start that day.
4. **Patients on the Outstanding Treatment List.** You wouldn't necessarily call them in for the treatment itself – part of the reason they are on this list is they haven't agreed to go ahead with this treatment yet! In some cases, they may schedule for this already diagnosed treatment, but in most cases, you would call instead to have them come in for a consult to see the doctor. The doctor can discuss treatment options when the patient is in the office.
5. **Emergency Patients (new or patients of record).**
6. **New Patients that need treatment.**
7. **Reactivation patients**

(Note: Emergency Patients and especially New and Reactivation Patients are *not* a reliable source for filling short-notice gaps in the doctor's schedule, especially during Primary Blocks. Why? The doctor can't determine what that patient might need until they see him/her. They may need treatment the doctor can provide that day, or they may not.

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