



MGE management experts

SCHEDULING SEMINAR

*APPOINTMENT COORDINATOR
HAT WORKSHEETS*

HOW DOES THIS EXCHANGE WITH THE OFFICE?

EXCHANGE WITH THE RECEPTIONIST

EXCHANGE WITH THE FINANCIAL COORDINATOR

EXCHANGE WITH THE DOCTOR

EXCHANGE WITH THE ASSISTANTS

EXCHANGE WITH THE HYGIENIST

STATISTICS FOR THE APPOINTMENT COORDINATOR

1. TOTAL PRODUCTION

2. % OF APPOINTMENTS KEPT

DAILY GOAL GRID

| | July | August | Sept |
|-----------------------|-------------|---------------|-------------|
| # WORKING DAYS | _____ | _____ | _____ |
| MONTHLY GOAL | _____ | _____ | _____ |
| DAILY GOAL | _____ | _____ | _____ |

