

SCHEDULING SEMINAR

APPOINTMENT COORDINATOR HAT WORKSHEETS

DEFINITION OF A PRODUCT

THE PRODUCT OF THE APPOINTMENT COORDINATOR

THE DUTIES OF THE APPOINTMENT COORDINATOR

THE ATTITUDE OF THE APPOINTMENT COORDINATOR

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			

PRIMARY PROCEDURES

SECONDARY PROCEDURES

TERTIARY PROCEDURES
