PHYSICIAN SCHEDULE REVIEW

Physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Approximate # of days until you have an open appointment booking | | |
| This wait time for an appointment is | | | * Acceptable | * Needs improvement |
|  |  | |  |  |
|  | # of hours you worked in a day/week? | |  |  |
| This amount is | | | * Acceptable | * Needs improvement |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | M | T | W | T | F |
| How many ‘no-shows’ took place? |  |  |  |  |  |
| How many could have been provided virtually? |  |  |  |  |  |
| How many ‘fit-ins’ did happen? |  |  |  |  |  |
| How many could have been provided virtually? |  |  |  |  |  |
| How many phone calls did you make? |  |  |  |  |  |
| Could any be scheduled as a video visit? |  |  |  |  |  |
| How many in person visits were suitable for a virtual visit? |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Day | week |
| How many hours of video visits would be optimal? |  |  |
| How many hours of video visits are currently practical? |  |  |
| How many hours of phone visits would be optimal? |  |  |
| How many hours of phone visits are currently practical? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | NO |  | Notes |
|  |  | **Would you like back-to-back video appointments?**  One time setup for several appointments is more efficient but can be tiring for a physician. |  |
|  |  | **Would you prefer full day of virtual appointments?**  If working from home, full day saves travel to and from the office but can be tiring. Partial day can improve work/life balance. Consider physical space at home and in the office. |  |
|  |  | **What time of day would be the best for video visits?**  Consider your comfort level with technology versus energy level during a day and other plans you may want to consider for that day. |  |

|  |  |
| --- | --- |
| Do work that is needed for today and improve work/life balance |  |
| Reduce no-shows and same-day requests from patients |  |
| Promote continuity of care and encourage patient self-management |  |
| Other: | |

## Objectives

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