



PREVIOUS DAY

TLC calls for following patients

FOLLOW-UP

Was yesterday's labwork sent off?

What went right?

What could have been improved?

REQUIREMENTS

FOR TODAY

Go through each patient, identifying specific needs for their treatments. (Include feedback form receptionist.)

Are all required OPGs and correspondence attached to patient file?

Is all lab work in?

Any patients requiring AB cover prior to appointment? (Do they have script, aware of dose?)

Any anxious patients in? (Ready the Pnethrox or other calming aids.)

PLANNING

TODAY

Where can emergencies be scheduled?

Have all patients been confirmed?

Assess for any appointments that may run late/run early.

COMING

SCHEDULE

When is the next HIGH PRODUCTION block?

Assess patients on Cancellation List

FOCUS ON

Could be a practice goal, reminder of new system, to ask for a referral from a patient...anything that we require regular prompts to action.