

Provider Scheduling Guide

Physician Name: _____ As of: ____/____/____

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| 1 | Are you accepting new patients? | |
| 2 | If not accepting new patients, will you see new siblings of existing patients? | |
| 3 | Will you take a returning patient? (i.e. they moved away and then back to town) | |
| 4 | Will you allow immunizations for a new patient that has not been seen. | |
| 5 | What is the maximum age of new patients you are willing to accept? | |
| 6 | At what age must a patient of the same sex move to another provider? | |
| 7 | At what age must a patient of the opposite sex move to another provider? | |
| 8 | What is the maximum age of a sibling of an existing patient you are willing to accept? | |
| 9 | What time do you prefer new patients? | |
| 10 | What time do you want to see newborns? | |
| 11 | What time do you want prenatal appointments scheduled? | |
| 12 | What time do you want non-ADHD conferences scheduled? | |
| 13 | If a patient transfers physicians within the practice, do you require a Well Child check? | |
| 14 | Will this child be booked as a new patient or considered another regular Well Child visit? | |
| 15 | What is the maximum number of new patients per day? | |
| 16 | If you are scheduled for a New Patient Check Up and a new patient calls in sick before their first visit, will you see them? | |
| 17 | Will you allow a double New Patient Well Check? | |
| 18 | How much time should be allowed for a double New Patient Well Check? | |
| 19 | Do you require a recent Well Child visit before allowing the patient to come in for nurse shots? | |
| 20 | How recent must that Well Child visit be? | |
| 21 | If there is a sick patient who is not with the practice, but is scheduled for a future initial visit with you, will you see them? | |
| 22 | If there is a newborn visit slot open 24 hours in advance, will you allow us to fill it with someone on the waiting list? | |
| 23 | If there is a newborn visit slot open 48 hours in advance, will you allow us to fill it with a check up ? | |
| 24 | If a check up is put in the newborn slot, do we have to stay below the check up limit? | |
| 25 | Will you allow a sick visit at the same time as a newborn visit at 9:00 ? | |
| 26 | Will you allow a sick visit at the same time as a newborn visit at 1:30 ? | |
| 27 | How many check ups do you want in the mornings ? | |
| 28 | What are the times you want the morning check ups? | |



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| 29 | How many check ups do you want in the afternoons ? | |
| 30 | What are the times you want the afternoon check ups? | |
| 31 | What time do you want twin and triplet Well Check scheduled? | |
| 32 | How much time do you want allocated for the twins? | |
| 33 | How much time do you want allocated for the triplets? | |
| 34 | When do you prefer to have your conferences? | |
| 35 | For ADHD Conference, do you want to complete the initial assessment or have another provider complete it? | |
| 36 | If another provider, who do you prefer? | |
| 37 | If you will complete the assessment, how much time do you need? | |
| 38 | What is the maximum number of ADHD conferences you will see in a day? | |
| 39 | For a medication check on an existing ADHD patient, do you want that in a Sick or Well Child slot? | |
| 40 | For ADHD Conference, do you want the appointment before or after the consultation? | |
| 41 | Is the Conner Scale acceptable to schedule an appointment? | |
| 42 | What time do you want the medication check appointments? | |
| 43 | Will you do ear piercing? | |
| 44 | Will you do ear piercing for other physicians within the group? | |
| 45 | Will you treat/excise ingrown toenails? | |
| 46 | Will you do wart removals in the office? | |
| 47 | Will you allow appointments for Saturday to be scheduled in advance? | |
| 48 | Will you allow Check Ups for Saturday to be scheduled in advance? | |
| 49 | If patient calls and is running late, how late can they be, in minutes, before we tell them they need to reschedule a check up ? | |
| 50 | If patient calls and is running late, how late can they be, in minutes, before we tell them they need to reschedule a sick visit ? | |
| 51 | If a patient shows up late for their appointment, how many minutes need to pass before we tell them to reschedule their check up ? | |
| 52 | If a patient shows up late for their appointment, how many minutes need to pass before we tell them to reschedule their sick visit ? | |
| 53 | If your newborn slots are full for the week, what time do you want the additional newborns seen? | |
| 54 | How much time do you want allocated for double checkups? | |
| 55 | For existing patients, what age do you require they transfer to a physician of the opposite sex? | |
| 56 | If a patient has been seen by another provider at a different location in the past week, will you see them? This question applies to practices with multile locations. | |



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| 57 | What is the youngest age a sick visit can occur without a parent? | |
| 58 | What is the youngest age a check up can occur without a parent? | |
| 59 | What is the youngest age a vaccination can occur without a parent? | |
| 60 | If the parent did not come with the child for their vaccinations, will you agree to a verbal consent with their parent(s)? | |
| 61 | What is the youngest age a person can pick up a regular prescription ? | |
| 62 | What is the youngest age a person can pick up a controlled substance prescription ? | |
| 63 | If there are patients "hopping" between other practice locations and you, do you want to schedule them? | |
| 64 | Do you want to be notified if the patient is "hopping"? | |
| 65 | During a sick visit , how many siblings will you allow to be added on? | |
| 66 | During a check up , how many siblings will you allow to be added on? | |

