

Chapter 9: Scheduling Appointments and Patient Processing

Establishing the Appointment Schedule

- Effective scheduling allows providers to spend adequate time with patients
- Factors for scheduling:
 - o Patient's needs
 - o Provider preferences and habits

Patient Needs

- Determining office hours and appointment times requires consideration of the socioeconomic status of the area being served
- Scheduler must allot visit time based on patient's needs for each individual visit
- Balance between meeting patient's needs and provider's preferences and available facilities

Provider Preferences and Habits

- All preferences and habits are important to scheduling
- Providers also make phone calls, examine and dictate reports, attend meetings, answer mail, and other responsibilities

Creating the Appointment Matrix

- First, block out times when the provider will not be available to see patients
- In a paper-based system, the matrix is usually established for 6 months at a time; in a computerized system, the matrix can be set up indefinitely

Establishing Guidelines for Appointment Scheduling

- Scheduler must know how long various office visits and procedures take
- Use office policies and procedures manual for procedure times
- Provider's reimbursement from insurance companies is partly based on time requirements for procedure or visit

Available Facilities

- Medical assistant must know how to pair patient needs with available facilities when scheduling

Methods of Scheduling Appointments

- Two most common methods:
 - o Computerized
 - o Appointment Book/paper-based

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