

# 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 <b>same</b> sex move to another provider?	
7	At what age must a patient of the <b>opposite</b> 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 <b>double</b> New Patient Well Check?	
18	How much time should be allowed for a <b>double</b> 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 <b>check up</b> ?	
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 <b>9:00</b> ?	



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26	Will you allow a sick visit at the same time as a newborn visit at <b>1:30</b> ?	
27	How many check ups do you want in the <b>mornings</b> ?	
28	What are the times you want the <b>morning</b> check ups?	
29	How many check ups do you want in the <b>afternoons</b> ?	
30	What are the times you want the <b>afternoon</b> 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 <b>appointments</b> for Saturday to be scheduled in advance?	
48	Will you allow <b>Check Ups</b> 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 <b>check up</b> ?	
50	If patient calls and is running late, how late can they be, in minutes, before we tell them they need to reschedule a <b>sick visit</b> ?	
51	If a patient shows up late for their appointment, how many minutes need to pass before we tell them to reschedule their <b>check up</b> ?	
52	If a patient shows up late for their appointment, how many minutes need to pass before we tell them to reschedule their <b>sick visit</b> ?	
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?	



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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 multiple locations.	
57	What is the youngest age a <b>sick visit</b> can occur without a parent?	
58	What is the youngest age a <b>check up</b> can occur without a parent?	
59	What is the youngest age a <b>vaccination</b> 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 <b>regular prescription</b> ?	
62	What is the youngest age a person can pick up a <b>controlled substance prescription</b> ?	
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 <b>sick visit</b> , how many siblings will you allow to be added on?	
66	During a <b>check up</b> , how many siblings will you allow to be added on?	



Sample Pediatric Scheduling Reference

		Physician 1	Physician 2	Physician 3	Physician 4
1	Are you accepting new patients?	Yes	No- Newborns only	Yes	Yes
2	If not accepting new patients, will you see new siblings of existing patients?	Yes	Yes	Yes	Yes
3	Will you take a returning patient? (i.e. they moved away and then back to town)	Yes	Yes	Yes	Yes
4	Will you allow immunizations for a new patient that has not been seen.	Yes, if they are healthy	Yes, if they are healthy	Will make exceptions on an individual basis.	No
5	What is the maximum age of new patients you are willing to accept?	14 Years Old	Newborns Only	N/A	18 Years Old
6	At what age must a patient of the <b>same</b> sex move to another provider?	18 Years Old	18 Years Old	22 Years Old	
7	At what age must a patient of the <b>opposite</b> sex move to another provider?	18 Years Old	18 Years Old	22 Years Old	
8	What is the maximum age of a sibling of an existing patient you are willing to accept?	up to 18 years old	17 Years Old	18 Years Old	18 Years Old
9	What time do you prefer new patients?	First or last time slot in am or pm	11:30 assuming no appointments after 11:30	End of Morning or end of afternoon	Not after 4:00 pm
10	What time do you want to see newborns?	9:00 & 1:30	9:00 & 1:30	9:00 & 1:30	9:00 & 1:30
11	What time do you want prenatal appointments scheduled?	1:15PM or 1:30PM	0.552083333	1:30PM	1:30PM
12	What time do you want non-ADHD conferences scheduled?	4:30PM	12:00 (Noon)	4:30PM	4:30PM
13	If a patient transfers physicians within the practice, do you require a Well Child check?	No, unless been longer than a year	No	No, unless been longer than a year	Only if they are due
14	Will this child be booked as a new patient or considered another regular Well Child visit?	Regular Well Child Visit	Well Child Visit	Regular Visit	Regular Visit
15	What is the maximum number of new patients per day?	2 per day	1 Per Day- Newborn Only	N/A	2- 1 in morning and 1 in afternoon
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?	Yes	Yes	Yes	Yes
17	Will you allow a <b>double</b> New Patient Well Check?	Twins, Triplets and 3 Siblings	Newborn Twins and triplets ONLY	N/A	Newborn Twins and triplets ONLY
18	How much time should be allowed for a <b>double</b> New Patient Well Check?	30 Minutes for 2 45 Minutes for 3	30 Minutes	N/A	30 Minutes
19	Do you require a recent Well Child visit before allowing the patient to come in for nurse shots?	Yes	Yes	No- but tell them to make an appointment	>1YO- Within 1 Yr; < 1 YO- Need CU
20	How recent must that Well Child visit be?	Within 1 year	Within 2 Years	N/A	Within past 12 months
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?	Yes	Yes	N/A	Yes
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?	Yes	Yes	Yes	Yes
23	If there is a newborn visit slot open 48 hours in advance, will you allow us to fill it with a <b>check up</b> ?	Yes	Yes	Yes	Yes, but if newborn calls, they will still need to be put in that day in another timeslot

