

## REDUCE MISSED APPOINTMENTS ASSIGNMENT

<p>For this assignment, let's use last month's information. How many TOTAL patients did the practice have scheduled for the entire month?</p>
<p>How many TOTAL missed appointments were there?</p>
<p>How many new patients were scheduled?</p> <p>How many new patients showed up?</p> <p>What is that attendance percentage rate? (Total new patients arrived divided by total new patients scheduled. For example, if the practice had 55 new patients scheduled, but then 11 no showed, the new patient attendance rate would be 80%)</p> <p>How much production was lost by new patient no shows?</p>
<p>How many hygiene patients were scheduled?</p> <p>How many hygiene patients showed up?</p> <p>What is that attendance percentage rate? (Total hygiene arrived divided by total hygiene scheduled.)</p> <p>How much production was lost by hygiene no shows? (Not to mention future opportunity!)</p>
<p>How many treatment patients were scheduled?</p> <p>How many treatment patients showed up?</p> <p>What is that attendance percentage rate? (Total treatment patients arrived divided by total treatment patients scheduled.)</p> <p>How much production was lost by treatment patient no shows?</p>
<p>In which area(s) (new patients, hygiene, treatment patients) does the practice need to increase attendance rates?</p>
<p>What will the practice do to increase attendance rates?</p>

Date of completion:

Reviewed with doctor/manager:

Initial after satisfactory completion: