

PATIENT APPOINTMENT SCHEDULING

Easy to Use template - Months, Dates, Times



The screenshot shows a spreadsheet titled "Appointment Schedule". At the top, there are input fields for "Start Date" (set to 1/1/2018), "Start Time" (set to 8:00 AM), and "Interval" (set to 15). Below these fields is a grid with 10 columns representing different months (labeled "Month 1" through "Month 10") and 24 rows representing different times of the day (from 8:00 AM to 11:55 AM in 15-minute increments). The grid cells contain colored rectangles representing appointments, each with a name and a number. For example, in the first column (Month 1), there are appointments for "Adams, John" at 8:00 AM, "Linda Patten" at 8:15 AM, "Mary Thompson" at 8:30 AM, "Michael Patten" at 8:45 AM, "Paul Patten" at 9:00 AM, "Tom Patten" at 9:15 AM, "John Patten" at 9:30 AM, and "Linda Patten" at 9:45 AM. Other months show similar patterns of appointments.

Time	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
8:00 AM	Adams, John									
8:15 AM	Linda Patten									
8:30 AM	Mary Thompson									
8:45 AM	Michael Patten									
9:00 AM	Paul Patten									
9:15 AM	Tom Patten									
9:30 AM	John Patten									
9:45 AM	Linda Patten									
10:00 AM										
10:15 AM										
10:30 AM										
10:45 AM										
11:00 AM										
11:15 AM										
11:30 AM										
11:45 AM										
11:55 AM										

- Each month has its own tab
- All dates listed per month
- All times listed per day

Manual Medical Office Appointment Scheduling Template

Alice Anne Andress



Manual Medical Office Appointment Scheduling Template:

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