

# Appointment Tracking Tally Sheet

January 2019

## Appointments Seen

Health Center Site: \_\_\_\_\_

Week of: \_\_\_\_\_

**Instructions:** For each day of the week, tally the number of patients with an advanced appointment who were seen, by hour of the day.

Appointments Seen					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM - 8:59 AM					
9:00 AM - 9:59 AM					
10:00 AM - 10:59 AM					
11:00 AM - 11:59 AM					
12:00 PM - 12:59 PM					
1:00 PM - 1:59 PM					
2:00 PM - 2:59 PM					
3:00 PM - 3:59 PM					
4:00 PM - 4:59 PM					
5:00 PM - 5:59 PM					

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January 2019

## Walk-in and Same-Day Appointments

Health Center Site: \_\_\_\_\_

Week of: \_\_\_\_\_

**Instructions:** For each day of the week, tally the number of patients who walked in or were scheduled for a same-day appointment, by hour of the day.

Walk-Ins and Same-Day Appointments					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM - 8:59 AM					
9:00 AM - 9:59 AM					
10:00 AM - 10:59 AM					
11:00 AM - 11:59 AM					
12:00 PM - 12:59 PM					
1:00 PM - 1:59 PM					
2:00 PM - 2:59 PM					
3:00 PM - 3:59 PM					
4:00 PM - 4:59 PM					
5:00 PM - 5:59 PM					

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## No Shows/Missed Appointments

Health Center Site: \_\_\_\_\_

Week of: \_\_\_\_\_

**Instructions:** For each day of the week, tally the number of patients who did not keep their scheduled appointment, by time of the appointment.

No Shows/ Missed Appointments					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM - 8:59 AM					
9:00 AM - 9:59 AM					
10:00 AM - 10:59 AM					
11:00 AM - 11:59 AM					
12:00 PM - 12:59 PM					
1:00 PM - 1:59 PM					
2:00 PM - 2:59 PM					
3:00 PM - 3:59 PM					
4:00 PM - 4:59 PM					
5:00 PM - 5:59 PM					