



Guidelines for Appointment Scheduling

- Maintain confidentiality of the patient
 - Speak clearly and do not appear to be rushed
 - Concentrate on the person to whom you are speaking
 - Avoid external and internal distractions
 - Obtain complete information
 - Repeat information for accuracy
 - Schedule the proper amount of time for the appointment
 - Document all necessary information
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Appointment Scheduling Guidelines

Judd E. Hollander



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