

Time	Medicine cases	Vaccine cases	Non-DVM cases (suture removal, nail trim, etc.)	Medicine or vaccine cases	Same-day write-in appointments (for emergencies)
1 p.m.	Dr. Jones	Dr. McCoy	Robin, RVT		Dr. Watson
1:15 p.m.	Dr. Watson	Dr. Jones			Dr. McCoy
1:30 p.m.	Dr. McCoy			Dr. Watson	Dr. Jones
1:45 p.m.	Dr. McCoy	Dr. Jones	Selena, RVT	Dr. Watson	
2 p.m.	Dr. Watson		Robin, RVT	Dr. McCoy	Dr. Jones
2:15 p.m.		Dr. Jones		Dr. Watson	Dr. McCoy
2:30 p.m.	Dr. McCoy			Dr. Jones	Dr. Watson
2:45 p.m.	Dr. Jones	Dr. Watson	Selena, RVT	Dr. McCoy	
3 p.m.	Dr. Watson			Dr. McCoy	Dr. Jones
3:15 p.m.		Dr. Watson	Robin, RVT	Dr. Jones	Dr. McCoy
3:30 p.m.	Dr. Jones	Dr. McCoy		Dr. Watson	Dr. Scully
3:45 p.m.	Dr. Scully	Dr. Jones		Dr. McCoy	Dr. Watson
4 p.m.	Dr. Scully	Dr. McCoy	Robin, RVT	Dr. Watson	Dr. Jones
4:15 p.m.	Dr. McCoy	Dr. Watson		Dr. Jones	Dr. Scully
4:30 p.m.	Dr. Watson	Dr. Scully	Selena, RVT	Dr. Jones	Dr. McCoy
4:45 p.m.	Dr. McCoy	Dr. Jones	Robin, RVT	Dr. Scully	Dr. Watson
5 p.m.	Dr. Watson	Dr. McCoy	Selena, RVT	Dr. Jones	Dr. Scully
5:15 p.m.	Dr. McCoy	Dr. Watson	Robin, RVT	Dr. Scully	Dr. Jones

Note: This example shows what a schedule might look like if all available same-day, or emergency, appointments and medical and vaccine appointments were filled.

Physicians Manual Appointment Schedule Sample

John J. Aluise



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Lippincott Williams and Wilkins' Administrative Medical Assisting Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

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