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A Sunday front-desk note with no named owner is not a confirmed opening

A note is not an offered time.

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Before you leave Sunday, write who owns each still-open front-desk note and the time they offered

One shared list. Still-open names only.

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Write the offered time

A blank time is not an offer.

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Write who owns that note on the same line

A note is not a person.

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A front-desk note is not an offered time

Do not stop at the note.

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Mark declined lines declined

A declined line stays declined.

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Use your practice's written scheduling rules

Do not add clinical advice.

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Get the intake checklist

https://digital4doctors.us/guides/after-hours-patient-intake.pdf

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Start a clearer Sunday list

https://digital4doctors.us/start/