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A Wednesday hold note with no offered time is not a confirmed opening

A note is not an offered time.

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Before the first Wednesday appointment, write the offered time on each hold note that still has no owner

One shared list. Notes with no owner 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 note is not an offered time

Do not stop at the note.

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Mark incomplete lines incomplete

An incomplete line stays incomplete.

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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 Wednesday list

https://digital4doctors.us/start/