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# A Wednesday waitlist name with no offered time is not a filled opening

A name on the waitlist is not an offered time.

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# Before the first Wednesday opening, write the offered time on each waitlist name your front desk still owes

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 made the offer on that same line

A name is not an offered time.

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# A name on the waitlist is not an offered time

Do not stop at the name.

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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 Wednesday list

https://digital4doctors.us/start/