

Patient Cycle Tool - Academic Example

We are constantly trying to improve the care we deliver. We are currently trying to improve the process of care when you come for an appointment. We are interested in having detailed time information of your visit. To obtain the information we need, we have an appointment time tracking sheet for you to complete during your visit.
 Thank you very much for assisting us with this improvement activity.

Instructions: Please fill in the time at each point during your visit

Type of Visit: _____

Date: _____

Scheduled appointment time: _____

Provider you are seeing today: _____

Time

1. Time you checked in (e.g. 1:53 pm)

2. Time you sat in the waiting room (e.g. 2:03 pm)

3. Time staff came to get you (e.g. 2:12 pm)

4. Time staff member left you in exam room (e.g. 2:17 pm)

5. Time provider came in room (e.g. 2:32 pm)

6. Time provider left the room (e.g. 2:47 pm) If the provider left the room more than once, please note the times:

1

2

3

Time Left

Time Returned

7. Time you left the exam room (e.g. 2:50 pm)

8. Time you arrived at check out (e.g. 2:51 pm)

9. Time you left practice (e.g. 2:55 pm)

COMMENTS: