



Dr. Dean C. Bellavia's A~D~D~I~C~T Your SCHEDULING Systems

Use a Rotation Schedule & Vertical Calendar Maximize Your Availability

System's Components: Excel Vertical Calendar, Office Rotation Schedule, Dr's yearly calendar (vacations, etc.)

System's Responsible Persons: Head Receptionist and Clinical Coordinator

Realistic Analysis Time Frame: 2 weeks to determine doctor's yearly away schedule and office needs

Realistic Decision Time Frame: 1 week for DR to tell the Receptionist what he/she wants to do

Realistic Design Time Frame: 1 week to create an office rotation schedule

Realistic Implementation Time Frame: 1 week to integrate the rotation schedule into the vertical calendar

Realistic Critique Time Frame: In 3 months, determine whether the office rotation schedule is working or not

Realistic Tweaking Time Frame: 2 weeks to revise the office rotation schedule in the vertical calendar

Analyze:

- ☐ Count/calculate how many Tx days/year are needed *per office* per year (part of scheduling calculations)
- ☐ Determine what days the doctor will be on vacation or at meetings

Decide:

- ☐ Whether a 4, 6, etc. week rotation schedule is best to give *each* office maximum utilization and availability
- ☐ What doctor vacation, meeting, etc., weeks are needed/year and when
- ☐ When (what week) to start using the Vertical Calendar

Design:

- ☐ Create the 4-, 6-, etc. week rotation schedule (see example below; **M** = Main, **B** = Branch)

WEEK	MON	TUE	WED	THU	FRI	SAT	SUN
1	B	M	M	<i>off</i>	M	<i>off</i>	<i>off</i>
2	<i>off</i>	B	M	M	<i>off</i>	<i>off</i>	<i>off</i>
3	M	M	B	M	<i>off</i>	<i>off</i>	<i>off</i>
4	M	M	M	B	<i>off</i>	<i>off</i>	<i>off</i>
5	M	M	B	M	<i>off</i>	<i>off</i>	<i>off</i>
6	M	M	M	<i>off</i>	<i>off</i>	<i>off</i>	<i>off</i>

- ☐ Create (date) your Excel vertical calendar

Implement:

- ☐ Start scheduling the patients in the offices as listed on the vertical calendar
- ☐ Block out (on the vertical calendar) the weeks the doctor will *not* treat patients
- ☐ Build the rotation calendar into the Vertical Calendar and list the week number (1, 2, 3, etc.) on the left of the week. If you have a doctor week off, skip down to the next week and continue entering the weeks.

Critique:

- ☐ Determine the months (3, 6, 12) into the future to build the rotational schedule into the vertical calendar

Tweak:

- ☐ Modify your rotational calendar...or it is ☐OK
- ☐ Modify your vertical calendar with realistic weeks scheduled into the future...or it is ☐OK
- ☐ Modify your rotational and vertical calendar for next year's required office days/year