

Medical office appointment scheduling template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Time	Duration	Provider	Room	Patient	Visit type	Checked in	Desk notes

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FILLED EXAMPLE - all names and appointments are fictional.

Time	Duration	Provider	Room	Patient	Visit type	Checked in	Desk notes
08:30	30 min	Dr. Ruiz	1	A. Chen	New patient	Yes	
09:00	15 min	Dr. Shah	2	R. Patel	Nurse visit	Yes	
09:15	45 min	Dr. Ruiz	1	J. Lee	Procedure	No	Called
10:00	20 min	Dr. Shah	3	M. Diaz	Follow-up		Telehealth
10:30	30 min	Dr. Ruiz	1	C. Ng	Follow-up		