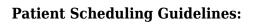


# Guidelines for Appointment Scheduling

- Maintain confidentiality of the patient
- Speak clearly and do not appear to be rushed
- Concentrate on the person to whom you are speaking
- Avoid external and internal distractions
- Obtain complete information
- Repeat information for accuracy
- Schedule the proper amount of time f
- Document all necessary information

## **Patient Scheduling Guidelines**

Scott C. Dulebohn



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