






## 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 for the appointment
  - Document all necessary information
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# Patient Scheduling Guidelines

**Scott C. Dulebohn**



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