



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
 - Document all necessary information
- 
- 

Medical Office Scheduling Guidelines

Michael Rajnik



Medical Office Scheduling Guidelines:

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