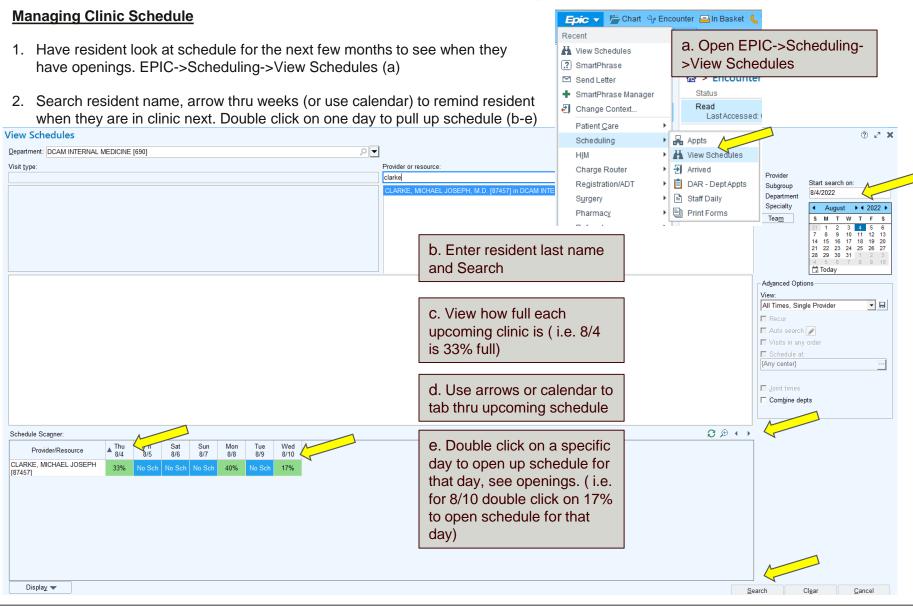
## Firm Faculty Coaching Topic PGY2 #5



## Firm Faculty Coaching Topic PGY2 #5

## Managing Clinic Schedule (cont'd)

- 1. Click on one day schedule
- Examples of open in-person templates and virtual templates are below (b-c)
- 3. Discuss best practices of scheduling patients:
  - a) Looking for open appt at the beginning of every +2 block and sending message to pcg\_orders with patients to schedule
  - b) Forward any refill request to pcg orders to schedule follow up
  - Forward any ADT to pcg\_orders to schedule follow up appointment
  - d) Forward any test result to pcg\_orders to schedule follow up
  - e) Look through EPIC healthy planet list (see Coaching Topic PGY2 #3) and sort by LAST or NEXT PCP appointment to find patients that have not been seen in a while
  - f) Every open slot will generally be filled with urgent/overflow patient so best to fill with patients known to resident

25 2 Today



