

Date: _____

Position: _____

Time	Activity	Function	Contact	Notes
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				

Activity	Function	Contact
A1---Absent	F1----Accompanying Patients	C1----Billing Coordinator
A2---Caring for Patient	F2----Assisting Physician or Other Providers	C2----Doctor/PA/CNS
A3---Documentation	F3----Billing Activities	C3----Manager
A4---Dictation	F4----Checking Message	C4----Medical Technician
A5---Meeting 1+	F5----Reviewing/Retrieving Information	C5----Nurse
A6---Meeting 3+	F6----Distributing Chart/Other Documents/ Mail	C6----Office Staff
A7---Performing Lab Work	F7----Examining/Treating Patient	C9----Patient &/or Family Member
A8---Phone	F8----Performing General Clerical Assistance/Office Task	C11---Self
A9---Preparing Work	F9----Maintaining Equipment, Instruments, Supplies or Medications	C12---Supervisor
A10---Reviewing/Checking	F10---Maintaining Practice Management System	C13---Other
A11---Supervising	F11---Maintaining Medical Information System	
A12---Typing/Writing/Signing	F12---Maintaining Patient's Information Record	
A13---Other	F13---Providing Patient Education	
	F14---Performing Tests	
	F15---Preparing Patient for Minor Procedure	
	F16---Providing Staff Instructions/Information	
	F17---Purchasing or Making Inventory Decision	
	F18---Reporting Problem	
	F19---Scheduling	
	F20---Training	
	F21---Transcribing	
	F22---Other	