

Scheduling Process

Sacramento Rehabilitation Solutions

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Weekly Schedule Template for Evaluating Therapists:

All possible info will be listed, including:

- Patient name
- Agency
- # of visits that week
- Location
- Phone
- COTA/PTA
- Notes

9/30 - 10/6	Patients Name	Agency	# of Visits	COTA	Address	Phone	Frequency
Discharge							
			0				
TO Extend							
			0				
Evals / Visits							
			0				
			0				

This column is where all discharges will be located.

This column is where all extensions will be located.

This is where both evals will be listed, and follow up visits.

Total Visits

Once you receive your schedule

Compare your records to ensure that the schedule is accurate. Notify the office of any discrepancies.



If there is a patient in your chart that is NOT on your Sac Rehab schedule...

Notify the office ASAP.

*DO NOT see patient until it has approved by the office.

Make sure you are added to all patient charts

Login to each agency to ensure you have access to all patient charts. If you are not added to any, notify office ASAP.

*DO NOT see patient until you have been added, as there may have been a change and this could result in a non-billable visit.

Monday

Please let the office know if you are needing to be added to any charts or if there are any discrepancies on your schedule for the week.

Tuesday

The office will send out an email asking which (if any) of your patients to be discharged, should be extended.




Also, include a note on *why* you feel the patient should be extended.

Friday

The office will send out your next week's schedule. Note that changes can still be made throughout the week.

Schedule's are typically sent out on Fridays, however in some cases is sent on Saturday.

Please review and let the office know if you see any discrepancies or if you need to be added to any charts.

 = Discharge
 = Pending Re-Eval
 = Regular Visit

This means that the patient is discharging, and this will be your last week with them.

This means patient is pending re-eval. **DO NOT** see patient until given notice from the office that the patient has been extended. Visit will **NOT** be billable if seen early.

9/30 - 10/6	PATIENTS LAST NAME	AGENCY	# OF VISITS
	Paitent Name	RX	2
	Paitent Name	ADV	2
	Paitent Name	SA	2
	Paitent Name	SA	2
	Paitent Name	RX	2
	Paitent Name	RX	2
	Paitent Name	KND	1
	Paitent Name	KND	1
	Paitent Name	RX	1
	Paitent Name	KND	2
	Paitent Name	KND	2
	Paitent Name	AC	1
	Paitent Name	AC	2
	Paitent Name	ARHC	2
	Paitent Name	ARIAS	2
	Paitent Name	KND	2
	Paitent Name	ASP	2
	Paitent Name	SA	1
	Paitent Name	SA	1
			32

The purpose of the master schedule is to have an organized place for both the office and the clinicians to track which patients are being seen.

It is important to have it as **complete and accurate** as possible.

1. Only see patients that are listed on your schedule
2. Only see patients that you have access to their patient chart
3. If you need to be added, or have any questions ***notify the office.***
4. Failure to follow these guidelines can result in non-billable visits (and in turn, ***non-payable*** visits.)

For questions & concerns, feel free to contact us at



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