**52 Weeks to Success C.A. Program**

**Benchmark 4**

**Worksheet**

Answer the following questions:

1. How many doctors are in the practice?
2. How many C.A.’s are in the practice?
3. How long does an adjustment take?
4. How long does a New Patient Exam take?
5. How long does a Report of Findings take?
6. How long does a ReExam take?
7. How many NP’s do we want to see each day?
8. What is our goal for Daily Patient Visits?

Using the sample scheduling examples provided in this benchmark, create your customized schedule to allow for growth.

Practice the scripts for scheduling discussed in the PowerPoint presentation and in your materials.

Make sure all team members are on board with the schedule and know what their part is.

Procedures are a template to increase capacity and efficiency. They are not unbreakable laws. Do what is in the patient’s best interest.

When you have scheduling procedures, you will find that you see more patients, get more done and have more energy than you imagined!