

A6

Capacity Work Order

PRACTICE _____

Which rows, in what order, and with whose time.

DATE _____

WINDOW _____ DAYS, FROM _____ TO _____

PART 1

Capacity

CAPACITY LINE	ENTRY
Open hygiene hours in the window	
Hygiene hours per returner	
Hygiene hours needed incremental returners × hours each	
Front-office hours for outreach reachable × minutes ÷ 60	
Front-office hours actually available	

PART 2

The order of work

ORDER	SEGMENT	CHANNEL	WHO CONTACTS	HYGIENE HOURS RESERVED	START WEEK	STOP WHEN
1						
2						
3						
4						

HYGIENE LEAD’S SIGN-OFF ON THE RESERVED HOURS _____

Counts and totals only; no patient names on this sheet.