

A6 Lead-Time Check

Purpose: book the next session rather than the whole series where you can, and check every booking past the far-ahead line before it comes due.

PRACTICE _____

DATE _____

Far-ahead line: a booking made more than _____ weeks before the visit. Use the same line as the far-ahead flag on A2. Larkspur's is 8 weeks, a design choice, not a finding.

CHECK	THIS PRACTICE	WHERE IT CAME FROM
The plan	Sessions and spacing, set by the provider, written on the aftercare card as "planned"	The provider's clinical plan
What gets booked at checkout		
The rest of the series		
Client asks for every date		
Re-confirmation for marked bookings	A message _____ weeks before the visit	
Then		
No answer to the re-confirmation		
Every week		
A package paid in advance		

The test, once the count has run:

LINE	THIS PRACTICE
No-show rate inside the line = no-shows booked inside the line ÷ visits booked inside the line	
No-show rate past the line = no-shows booked past the line ÷ visits booked past the line	
Share of next month's bookings past the line	

No client names on this sheet.