

A2 One-Month Trace

One month's unbooked and lapsed patients, followed forward to where each one ended up.

PRACTICE _____

DATE _____

MONTH TRACED _____ (FAR ENOUGH BACK THAT ITS PATIENTS HAVE REACHED THE INACTIVE LINE)

TRACE Where they ended up

LINE	COUNT	WHERE IT CAME FROM
Recall visits that month		Checkout report
Left with nothing booked		Lines with no next appointment
Booked, then lapsed before the due date		Schedule history
Entered the overdue band		The two lines above
Came back in stage 1		Kept visit in stage 1
Came back in stage 2		Kept visit in stage 2
Came back in stage 3		Kept visit in stage 3
Crossed the inactive line		On the inactive list now
Contacted by a person along the way		Call log and chart notes

Stage baseline = came back in the stage + entered the stage, for stages nobody worked.

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