

A5

Daily Checkout Log

One line per recall patient, booked or not, and why not.

PRACTICE _____

DATE _____

LOG Every recall visit has a line

RECALL PATIENT

initials or chart number, never a name on a copy that leaves the desk

BOOKED BEFORE
LEAVING?

IF NOT, WHY

CALLBACK DATE

LAPSE: CANCELLED OR
MISSED? NEW DATE?

Reasons: didn't know their schedule; said they'd call; no slot they could take; a cost or benefits question; nobody asked.

DAY'S COUNT: RECALL VISITS _____ BOOKED _____ NOT BOOKED _____

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