

A7

Overdue-List Work Order

Which part of the list gets worked, by whom, how, on what day, for how many hours, and when a patient comes off.

PRACTICE _____

DATE _____

WORK ORDER **Newest first** _____

STAGE	WHO	CHANNEL ORDER	DAY	HOURS A MONTH	REACHED A MONTH	STOP RULE
1						Booked; asked not to be contacted; moved or wrong number; last step done
2						Same
3						Same, plus mail returned

Channels are filled in only after the consent prerequisite on A8 is complete.

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