

A9 Monthly Recall Record

One sheet a year, one column a month.

PRACTICE _____

Year: _____ Filled on the first Monday of each month.

RECORD Kept visits, never bookings

LINE	PLAN from the calculator	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Recall visits													
Booked before leaving													
Left unbooked													
Lapsed bookings													
Entering the band													
Stage 1 back: baseline / follow-up													
Stage 2 back: baseline / follow-up													
Stage 3 back: baseline / follow-up													
Crossed the inactive line													
Recovered share													
Patients worked													
Follow-up hours / cost													
Baseline month? stage													

Reappointment rate = booked before leaving ÷ recall visits. Recovered share = (entering the band – crossings) ÷ entering the band.
Cost per patient kept by follow-up = follow-up cost ÷ follow-up part (kept off the list – checkout part; Chapter 9).

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