

EMAIL HUDDLE TEMPLATE

DAILY UPDATE
FROM RECEPTION

5/15/2018

**SPACE FOR DAILY
ANNOUNCEMENTS**

TOTAL # OF PATIENT'S : 83
SCHEDULED IN CLINIC
TODAY

	<u>MED. STUDENT</u>	<u>OPEN TIME SLOTS PER PROVIDER</u>	<u>RESERVE TIME SLOTS</u>	<u>DATE OF 3RD NEXT AVAILABLE APPT</u>	<u>HOURS HERE</u>	<u>NURSE FOR THE DAY</u>
Provider 1		0	2	6/27/2018	8:40 - 4:45	Rhonda
Provider 2		7	2	5/15/2018	9:00 - 4:30	Effie
Provider 3		UC		5/17/2018	8:00 - 12:30	Allison
Provider 4	AM	1	2	6/8/2018	8:00 - 3:35	Tracy
Provider 5		0	2	5/21/2018	8:45 - 4:05	Traci
Provider 6	PM	1	1	5/21/2018	1:30 - 8:00	Allison
Provider 7		OUT OF OFFICE		6/13/2018		*
Provider 8	AM/PM	2	2	5/16/2018	8:00 - 4:30	Rhonda
Provider 9		OUT OF OFFICE		6/13/2018		*
Provider 10		OUT OF OFFICE		5/30/2018		*

Provider 11

6/20/2018

UC

Provider A

8:00 - 12:30

Provider B

12:30 - 5:00

Provider C

5:00 - 8:00

ON CALL

Provider D AM

Provider E PM