

## New Patient Tracker Instructions

New Patient Tracking Sheet						
WEEK OF:	# of potential patients you spoke with	# of evals who were scheduled <small>(from those you spoke to)</small>	% of potential patient calls converted to eval	# of new patients scheduled today	# of new patients who arrived today	% of new patient arrivals
Weekly Targets			≥ 90%			≥ 90%
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Weekly Total	0	0		0	0	
		Weekly Average				

Enter the total # of leads / potential patients you spoke with today (you should have started a routing form for them)

Of the potential patients you spoke with, how many did you schedule while on the phone with them today?

Enter the total new patients who were scheduled today

Enter the total new patients who arrived today

New Patient Tracking Sheet									
week of	# of potential new patients you spoke with today <small>(calls, referrals, waitlisted)</small>	# of evals who were <b>scheduled for an eval</b> during today's call <small>(from those you spoke to)</small>	% of potential patients converted to eval	# of potential new patients you spoke to who were placed on waitlist today	% of potential new patients who ended up on the waitlist	% scheduled or on waitlist	# of new patients on today's schedule	# of new patients who arrived today	% of new patient arrivals
Weekly Targets						≥ 90%			≥ 90%
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
weekly totals	0	0		0			0	0	
		weekly average	0%		0%	0%			0%

Potential patients added to waitlist