

HCHD QI Patient Assessment Tool - Timeline for Service-Key

Date: _____

Clinic Type _____

Service	Staff Initials	Time In	Time Out	Comments
Sign-in time 5 Minutes				
Eligibility 15 Minutes				
Chart Pick-up 5 Minutes				
Triage- 10 Minutes Existing Pt. 30 Minutes CH-Well Visit 15 Minutes-Sports Physical				
Lab 10 Minutes				
Medical Provider-Exam Room- 15 Min				
Treatment (Include Immunizations) 30 Minutes				
Discharge 15 Minutes				
Billing 5 Minutes				
Social Worker 30 Minutes				

Reasons for extended time:

(Check & initial all that apply)

- Needed an Interpreter for services _____
- Income card unavailable _____
- Medical record unavailable _____
- Difficulty screening income _____
- Delays with weight, height, & lab screening
- Delays in seeing a Medical Provider _____
- Delays in getting medical treatment _____
- Waiting to be placed in exam room _____
- Technical/Equipment difficulty _____
- Multiple family members to be seen _____
- Staff shortage _____
- Multiple Problems _____