

WASH - (CPLA) Administrative Study Guide

I. Scheduling

A. Establish different types of patient scheduling:

- Identify the patient's go-to services, type of HC's services, time of day.
- Identify the purpose of the visit.
- Group the procedures as scheduling blocks.
- Knowledge of room booking.
- Knowledge of double booking.
- Knowledge of multiple visits.
- Knowledge of procedures repeats.
- Knowledge of cancellations.
- Knowledge of change in appointments booking.

B. Understand scheduling needs of the facility, as well as the staff and individual patients:

- Knowledge of how to improve process information.
- Identify type of services provided by the patient.
- Knowledge of scheduling in the provider's schedule (eg., procedure and visit).
- Patient volume.
- Knowledge of appointment book rules.
- Knowledge of procedure/procedure, double and double booking.
- Knowledge of third scheduling.
- Knowledge of various professional coding guidelines.
- Identify where and when the individual needs to be booked on the facility.

C. Follow protocol for any other, specific, service, as follows by appointment:

- Knowledge of how.
- Knowledge of follow-up, protocol, the services delivered and scheduling appointment.

2015 Nha Cmaa Study Guide

Calvin Yates



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