

Patient Cycle Time Worksheet

Workbook Reference: [Section 6](#)

We would like to make sure that your visit is valuable and makes the best use of your and our time. Please write in the times below for each step of your appointment. We appreciate you trying to help us improve our service.

Scheduled appointment time: _____

Provider you are seeing today: _____

Time:

1. Time you checked in (e.g. 1:53 pm) _____

2. Time you were placed in exam room _____

3. Time provider came into exam room (e.g. 2:12 pm) _____

4. Time you left the exam room (e.g. 2:48 pm) _____

5. Time you left the practice (e.g. 2:55 pm) _____

Comments (optional):

Adapted from the [Advanced Access and Efficiency Workbook for Primary Care](#) created by Health Quality Ontario (July 2011) and the *Office Practice Redesign in Primary Health Care: Advanced Access and Office Efficiency Workbook* created by British Columbia's General Practice Services Committee Practice Support Program.