

Supply Tracker

Workbook Reference: [Section 1.1](#)

Instructions:

- Choose a typical week in the future. Avoid weeks just before/after or during holiday periods.
- Count every appointment slot in the provider's schedule and record below. Use the shortest appointment slot as your basic unit of measurement, and record one tick for every unit.
- If the provider has pre-defined double-booking slots, count them as two.
- Collect separate data for each provider.

Provider's Name	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total # of appointments

Note:

The above results do not include provider's time booked for:

- Administrative duties
- Teaching time, if appropriate
- Rounds in the hospital, if appropriate
- Nursing home time, if appropriate

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.