Patient Flow Analysis for Windows

*Data Set Name:_____

Scheduled Time of Clinic		Total Annual Operating Costs (all items "per Year")	
***Date(Mon/Day/Year):**	__ __/__ __/__ __ __ __	Visits (≤ "500,000"):	
***Start:**	__ __ : __ __ __ M	Unduplicated Clients (≤ "500,000"):	
***End:**	__ __ : __ __ __ M	Service Hours (≤ "8,8000"):	
Number of Appointments (≤ "9,999"):		Published Hours (≤ "8,8000"):	
		Annual Costs Minus Salary (≤"$50,000,000"):	

Description/Comment (≤ 256 characters):

***Required Data**

Patient Flow Analysis for Windows

*Data Set Name:_____

MEMBER (Tab #1)

*Staff ID (text;≤ 4 characters):

Official Designation (text;≤ 30 characters):

*Primary Clinic Task (text;≤ 30 characters) :

*Time You Are First Available to Serve Clients: __ __ : __ __ __ M

*Time You Are No Longer Available to Serve Clients: __ __ : __ __ __ M

[Note: UnAvailable periods must fall Between* Time You Are First... *and* Time You Are No Longer...*]

COMPENSATION: Travel Status (Tab #2)

Miles Traveled (≤ "300" mi):

Mileage Rate (≤ "$9.99"/mi):

Time in Travel Status (minutes) (≤ "300" min):

COMPENSATION: Salary (Tab #2)

Source of Funds for Member's Salary (text;≤ 30 characters):

Gross Salary (≤ "$2.000,000") : _____ (Per) Pay Period *

Days of Paid Sick & Annual Earned Plus Holidays (≤ "75" days):

Fringe Benefits (≤ "100%"): _____ . _____ %

Hours in a Normal Work Week (≤ "100" hours):

Paid Expenses (≤ "$500"):

Distribute Cost: ✓= Yes, distribute costs

***Required Data**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Staff ID (text;≤ 4 characters) _____

UNAVAILABLE (Tab #3)**

Reason Unavailable (text;≤ 30)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M

NON-CONTACT (Tab #4)**

In Session?	Client ID#	Task (text;≤ 30)	Start	End
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M

***Required Data**;
****Must Fall Between "Time You Are First..." and "Time You Are No Longer..."**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Staff ID (text;≤ 4 characters) _____

NON-CONTACT (Tab #4)**

In Session?	Client ID#	Task (text;≤ 30)	Start	End
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M
			__ __:__ __ __M	__ __:__ __ __M

***Required Data**;
**** Must Fall Between "Time You Are First..." and "Time You Are No Longer..."**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Staff ID (text;≤ 4 characters) _____

UNAVAILABLE (Tab #3)**

Reason Unavailable (text:≤ 30 characters)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M

***Required Data**;
****Must Fall Between "Time You Are First..." and "Time You Are No Longer..."**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (≤" 999,999,999") _____

*Reason for Visit (text;≤ 30 characters): _____

Subclassification (text;≤ 30 characters): _____

Time of Appointment __ __:__ __ __M

*Time of Arrival __ __:__ __ __M

Time of Departure __ __:__ __ __M

User-Defined Alpha 1 (text;≤ 30 characters): _____

User-Defined Alpha 2 (text;≤ 30 characters): _____

User-Defined Alpha/Numeric (text;≤ 30 characters): _____

User-Defined Numeric (± "1,000,000"): _____

Client Service Contacts (Tab #2)

#	Staff ID	Task	Start	End
1			__ __:__ __ __M	__ __:__ __ __M
2			__ __:__ __ __M	__ __:__ __ __M
3			__ __:__ __ __M	__ __:__ __ __M
4			__ __:__ __ __M	__ __:__ __ __M
5			__ __:__ __ __M	__ __:__ __ __M
6			__ __:__ __ __M	__ __:__ __ __M
7			__ __:__ __ __M	__ __:__ __ __M
8			__ __:__ __ __M	__ __:__ __ __M
9			__ __:__ __ __M	__ __:__ __ __M
10			__ __:__ __ __M	__ __:__ __ __M
11			__ __:__ __ __M	__ __:__ __ __M
12			__ __:__ __ __M	__ __:__ __ __M
13			__ __:__ __ __M	__ __:__ __ __M
14			__ __:__ __ __M	__ __:__ __ __M
15			__ __:__ __ __M	__ __:__ __ __M

***Required Data**

Patient Flow Analysis for Windows

Client Register - 3B
Page One
(blank UD field names)

*Data Set Name:_____

*Client ID Number (≤" 999,999,999") _____

*Reason for Visit (text;≤ 30 characters): _____

Subclassification (text;≤ 30 characters): _____

Time of Appointment __ __:__ __ __M

*Time of Arrival __ __:__ __ __M

Time of Departure __ __:__ __ __M

_____(text;≤ 30 characters): _____

_____(text;≤ 30 characters): _____

_____(text;≤ 30 characters): _____

_____(text;≤ 9 characters): _____

Client Service Contacts (Tab #2)

#	Staff ID	Task (≤ 30)	Start	End
1			__ __:__ __ __M	__ __:__ __ __M
2			__ __:__ __ __M	__ __:__ __ __M
3			__ __:__ __ __M	__ __:__ __ __M
4			__ __:__ __ __M	__ __:__ __ __M
5			__ __:__ __ __M	__ __:__ __ __M
6			__ __:__ __ __M	__ __:__ __ __M
7			__ __:__ __ __M	__ __:__ __ __M
8			__ __:__ __ __M	__ __:__ __ __M
9			__ __:__ __ __M	__ __:__ __ __M
10			__ __:__ __ __M	__ __:__ __ __M
11			__ __:__ __ __M	__ __:__ __ __M
12			__ __:__ __ __M	__ __:__ __ __M
13			__ __:__ __ __M	__ __:__ __ __M
14			__ __:__ __ __M	__ __:__ __ __M
15			__ __:__ __ __M	__ __:__ __ __M

***Required Data**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (text;≤" 999,999,999") _____

Client Service Contacts (continued)

#	Staff ID	Task (text;≤ 30)	Start	End
16			__ __:__ __ __M	__ __:__ __ __M
17			__ __:__ __ __M	__ __:__ __ __M
18			__ __:__ __ __M	__ __:__ __ __M
19			__ __:__ __ __M	__ __:__ __ __M
20			__ __:__ __ __M	__ __:__ __ __M
21			__ __:__ __ __M	__ __:__ __ __M
22			__ __:__ __ __M	__ __:__ __ __M
23			__ __:__ __ __M	__ __:__ __ __M
24			__ __:__ __ __M	__ __:__ __ __M
25			__ __:__ __ __M	__ __:__ __ __M
26			__ __:__ __ __M	__ __:__ __ __M
27			__ __:__ __ __M	__ __:__ __ __M
28			__ __:__ __ __M	__ __:__ __ __M
29			__ __:__ __ __M	__ __:__ __ __M
30			__ __:__ __ __M	__ __:__ __ __M
31			__ __:__ __ __M	__ __:__ __ __M
32			__ __:__ __ __M	__ __:__ __ __M
33			__ __:__ __ __M	__ __:__ __ __M
34			__ __:__ __ __M	__ __:__ __ __M
35			__ __:__ __ __M	__ __:__ __ __M
36			__ __:__ __ __M	__ __:__ __ __M
37			__ __:__ __ __M	__ __:__ __ __M
38			__ __:__ __ __M	__ __:__ __ __M
39			__ __:__ __ __M	__ __:__ __ __M
40			__ __:__ __ __M	__ __:__ __ __M

***Required Data**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (≤"999,999,999") _____

Client Service Contacts (continued)

#	Staff ID	Task (text;≤ 30)	Start	End
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M
___			__ __:__ __ __M	__ __:__ __ __M

***Required Data**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (text;≤" 999,999,999") _____

UnAvailable (Tab #3)**

Reason Unavailable (text;≤ 30)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M

Non-Contact (Tab #4)**

Task (text;≤ 30)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	: M	: M

***Required Data**
****Must Fall Between Arrival and Departure Times**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (text;≤" 999,999,999") _____

UnAvailable (Tab #3)**

Reason Unavailable (text;≤ 30)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M

***Required Data**;
**** Must Fall Between Arrival and Departure Times**

Patient Flow Analysis for Windows

*Data Set Name:_____

*Client ID Number (text;≤" 999,999,999") _____

Non-Contact (Tab #4)**

Task (text;≤ 30)	Start	End
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M
	__ __:__ __ __M	__ __:__ __ __M

***Required Data**;
**** Must Fall Between Arrival and Departure Times**

Patient Flow Analysis for Windows

***Data Set Name:**_____

Task/Event Labels: Contacts/Non-Contacts**		Task/Event Labels: Contacts/Non-Contacts**	
Code***	**Description ******	**Code*****	**Description ******

***Required; ** Documented in Task/Events Tab; *** Optional;**

***** Mandatory with a 30-Character Maximum *(but no apostrophes, no quotes, no asterisks)***

Patient Flow Analysis for Windows

***Data Set Name:**_____

Task/Event Labels: Unavailable**		Task/Event Labels: Unavailable**	
Code***	**Description ******	**Code*****	**Description******

Patient Flow Analysis for Windows

***Data Set Name:**_____

Designation Labels		Designation Labels	
Code**	**Description*****	**Code****	**Description *****

***Required; ** Optional;**

***** Mandatory with a 30-Character Maximum** ***(but no apostrophes, no quotes, no asterisks)***

Patient Flow Analysis for Windows

***Data Set Name:**_____

Reason for Visit Labels		Reason For Visit Labels	
Code**	**Description *****	**Code****	**Description *****

***Required; ** Optional;**

***** Mandatory with a 30-Character Maximum** ***(but no apostrophes, no quotes, no asterisks)***

Patient Flow Analysis for Windows

***Data Set Name:**_____

Subclassification Labels			
Code**	**Description *****		

***Required; ** Optional;**

***** Mandatory with a 30-Character Maximum** ***(but no apostrophes, no quotes, no asterisks)***

Patient Flow Analysis for Windows

***Data Set Name:**_____

Clinic Sources of Funds Labels		_____ Labels	
Code**	**Description *****	**Code****	**Description *****

***Required; ** Optional;**

***** Mandatory with a 30-Character Maximum** ***(but no apostrophes, no quotes, no asterisks)***

***Data Set Name:**_____

User-Defined Field (UDF) Captions	
Default Captions	****New Captions**
User Defined Alpha 1 Caption	
User Defined Alpha 2 Caption	
User Defined Alpha/Numeric Caption	
User Defined Numeric Value	

***Required; **Text of Your Choice with 30-Character Maximum**

Patient Flow Analysis for Windows

WinPFA Codes and Labels–6H (blank)

***Data Set Name:**_____

_____ Labels		_____ Labels	
Code**	**Description *****	**Code****	**Description *****

***Required; ** Optional;**

***** Mandatory with a 30-Character Maximum** ***(but no apostrophes, no quotes, no asterisks)***

Patient Flow Analysis for Windows

Staff Worksheet - 5
Page No._____

* Data Set Name _____ Comments:_____

Staff		Official Designation	Primary Clinic Task	Source of Funds	Gross Salary		Days of Paid Sick & Annual Plus Holidays**	Fringe Benefits (%)	Hours in a Normal Work Week	Paid Expenses	Distribute Cost? (✓= Yes)
Name	ID				Amt	Pay Period					

* **Required Data**

** **If the percentage for fringe benefits includes leave and holiday, enter 0 in this column.**

Patient Flow Analysis for Windows

Client Sign-In Sheet -4 (numbered)
Page No._____

* Data Set Name:_____ Comments: _____

Clients: Please print your name on the first available blank line and enter your time of arrival and the time of your appointment.

Number	Name	Time of	
		Arrival	Appointment
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

* **Required Data**

Patient Flow Analysis for Windows

Client Sign-In Sheet -4 (blank)
Page No._____

* Data Set Name:_____ Comments: _____

Clients: Please print your name on the first available blank line and enter your time of arrival and the time of your appointment.

Number	Name	Time of	
		Arrival	Appointment

* **Required Data**