

HOW TO FILL OUT YOUR SCCA EXCEL TIMESHEET

Status per schedule. Either scheduled (completed, even by few minutes) or did not occurred due agency notification LCL

The actual minutes (A M) is auto calculated. Check for negative or durations over 500 minutes, due incorrect AM or PM times

On site LCL. Who canceled? Clinic (**CL**) or patient (**PT**)? *See detailed chart below

Pt. Info	Number	Date	Visit Type	Status	S Start	S End	S M	Arrival	A Start	A End	A M	LCL	Interpreter Notes
Do not Share Send only Encrypted		9/26/2016	SCCA INFUSION SERVICES	Scheduled	8:00 AM	10:00 AM	120	7:45 AM	8:00 AM	9:30 AM	90		
		9/26/2016	SCCA INFUSION SERVICES	Scheduled	10:00 AM	11:30 AM	90	7:45 AM	9:45 AM	10:00 AM	15		
		9/26/2016	SCCA NUTRITIONAL SERVICE	Scheduled	10:00 AM	10:30 AM	30	7:45 AM	10:00 AM	10:30 AM	30	CL	Provider No show
		9/26/2016	SCCA TRANSPLANT CLINIC	Scheduled	11:00 AM	11:30 AM	15	7:45 AM	11:00 AM	12:20 PM	80		AA - Radiology 11:45-12:20.
		9/26/2016	SCCA TRANSPLANT CLINIC	LCL	9:30 AM	10:30 AM	15	N/A	9:30 AM	9:45 AM	15		

Hover over the corner of cells to see comments for help

***On Site LCL** **NEW!**
 Keep track of who is cancelling the appointment on site:

- Clinic (**CL**) Appt Done Outside of Schedule, Patient + Provider dismissed interpreter (provide name of providers), Provider No Show
- Patient (**PT**): Patient, LEP caregiver no show
- Interpreter (**INS**). The interpreter was not present.
- Other (**O**). Specify in notes

Please write your arrival time to the front desk to all the appointments that are in the onsite cancellation series. Enter scheduled start and end times in the actual start and end times

Scheduled series. Start, End times and schedule duration in minutes
Blue time, means scheduled start of a **series**
Red time, means scheduled end of a **series**

- Arrival time to the front desk, actual start and end need to be **fully filled**. Blanks in any of these will be read as an **INS**
- Write the same arrival time for all appointments in a series.
- Notified LCL will be prefilled, do not overwrite

Include brief and relevant notes. Write reasons for onsite late cancellations and to note added appointments (AA)

	Cells with no background are locked and for your reference only
	ALL orange cells will be empty and need to be entered. This is an example of how the end result needs to look like
	Grey cells, enter only when needed

