



# 3 AREAS TO SAVE TIME IN YOUR CLINICAL WORKFLOW



With only a finite number of work hours in a day, Kareo wants to help you save time as a provider of an independent medical practice. Below are tips to help minimize administrative burdens, while maximizing staff productivity, in three areas of your clinical workflow. These tips are taken from our recent guide, *Optimize Your Care Delivery Workflow to Save Time and Increase Revenue*. Our complimentary guide is available for [download here](#) or visit [www.kareo.com/resource](http://www.kareo.com/resource).

1



## Technology

- ✓ **Keep your online records at every computer station.** Making this change allows you to eliminate papers, filing cabinets, and time spent filing, sorting and searching for documents.
- ✓ **Configure software to your specialty.** Use specific templates as needed and custom shortcuts to meet the needs of your practice.

2



## Staff Management

- ✓ **Institute a daily huddle.** This 15-minute morning routine gives you a chance to discuss with your staff the needs of patients coming in, plan for time and resources, and give praise for jobs well done.
- ✓ **Leverage your staff to reduce treatment times.** Set up a skills assessment and training plan with each team member to set goals for when and how they can expand their scope of duties.

3



## Scheduling

- ✓ **Within your EHR, set an automated series of texts.** Set up reminders so patients will receive a text 3-5 days before or on the day of the appointment. Remind them to bring ID card and any materials required by the doctor.
- ✓ **Offer online scheduling.** Medical practices that offer online scheduling typically see a reduction in staff labor, patient waiting time, and no shows, according to a review of scholarly articles, conducted by the Journal of Medical Internet Research. The articles focused on evaluating the pros and cons of medical practices offering online scheduling to their patients.

\*<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5425771/>