

## Are You an Efficient Physician?

## The Efficient Physician answers.....

The Role of Support Staff	YES / NO
1. Do you find yourself waiting on your support staff to begin, complete and/or move on to another encounter?	Y / <input checked="" type="radio"/> N
2. Do you escort your patients to areas outside of your suite of exam rooms? (e.g., check-out, bathroom)	Y / <input checked="" type="radio"/> N
3. Are your charts prepared so that you have all of the information that you need to conduct the encounter?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
4. Are your exam rooms stocked with all of the supplies that you need to conduct the encounter?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
5. Is your support staff always one step ahead of you?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
6. Does your clinical support perform the taking and recording of the patient's history?	Y / <input checked="" type="radio"/> N
7. Do you have to wait for your nurse or medical assistant to give them an order(s)?	Y / <input checked="" type="radio"/> N
8. Do you have telephone conversations with patients about something that your clinical support staff could answer?	Y / <input checked="" type="radio"/> N
9. Does your support staff complete the administrative sections of paperwork for you (e.g., disability forms) before you get them?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
10. Do you have a means for someone to realize that you're running behind?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
11. Do you have a means for your clinical support to recognize that you've been with one patient much longer than the anticipated time?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
<b>Your Communication -- Verbal and Non-Verbal -- in the Exam Room</b>	
12. Do you make eye contact with your patients?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
13. Do you begin the encounter with a social greeting?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
14. Do you have the ability to listen to and synthesize the patient's story without making them feel rushed?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
15. Do you sit during the visit -- at your patient's level?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
<b>Your Workstyle</b>	
16. Do you complete the documentation of the patient's visit during, after each visit or in small batches?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
17. Do the majority of your visits "surprise" your practice?	Y / <input checked="" type="radio"/> N
18. Do you organize but put aside work to do later?	Y / <input checked="" type="radio"/> N
19. Do you "huddle" with your support staff prior to clinic?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
20. Do you have to leave the exam room to get a test result, previous note, referral or lab requisition form, or equipment on a routine basis?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
21. Do you use checklists and templates for your most frequent visit types and chief complaints?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
22. Do you leave the exam room prior to the end of the visit?	<input checked="" type="radio"/> Y / <input checked="" type="radio"/> N
<b>General</b>	
23. Do you spend time apologizing to your patients for the service they receive at your practice?	Y / <input checked="" type="radio"/> N
24. Do you have telephone conversations with patients who have just been in the office, but have questions about their recent visit?	Y / <input checked="" type="radio"/> N
25. Do you perform recalls or follow-up appointments on Monday?	Y / <input checked="" type="radio"/> N
26. Are you interrupted during office hours?	Y / <input checked="" type="radio"/> N
27. Do you attend meetings or other events that you don't really need to?	Y / <input checked="" type="radio"/> N
28. Do you spend more than an hour each day on the telephone with patients giving them medical advice?	Y / <input checked="" type="radio"/> N
29. Do you and your staff spend more than an hour a day deciding who should be seen, and how soon?	Y / <input checked="" type="radio"/> N
30. Do your patients end up going to the urgent care center and emergency room because they can't get into see you?	Y / <input checked="" type="radio"/> N

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