

SUPPLY TRACKING FORM

Week beginning _____ Measurement day (Circle) M T W Th F Sa Su

Instructions: Measure your supply once per week, for each day of the week. Do this for the entire Collaborative.

Provider Name	Number # of appointments per hour	X	# of hours worked	=	Daily supply per provider
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
TOTAL daily supply				=	

Measure your practice supply, overall and by provider: Improved access begins by understanding the practice supply. If you understand your supply (number of appointments by provider/practice), as well as your demand (requests for appointments), then you can organize your clinic to meet demand and maximize supply.