

UW MEDICINE PRIMARY CARE PANEL MANAGEMENT

PROCESS METRIC: Time spent on Panel Mgmt activities

Your Name: _____

Your Role: _____

Clinic Name: _____

INSTRUCTIONS:

1. Please enter your name, role, and clinic above.
2. At the end of each day, enter the number of minutes you personally spent that day in each category below.
3. On June 1, please email a scanned copy (this page only) to Doug Donaldson at dmdonald@uw.edu.
4. If you have questions, please contact Dr. Vicky Fang at vfang@uw.edu or 206-375-0218.

Date	Category				NOTES
	Time spent preparing for PM meetings	Time spent attending PM meetings	Time spent documenting PM meetings	Time spent on clinical follow-up activities from PM meetings	
Fri May 1					
Mon May 4					
Tue May 5					
Wed May 6					
Thu May 7					
Fri May 8					
Mon May 11					
Tue May 12					
Wed May 13					
Thu May 14					
Fri May 15					
Mon May 18					
Tue May 19					
Wed May 20					
Thu May 21					
Fri May 22					
Mon May 25					
Tue May 26					
Wed May 27					
Thu May 28					
Fri May 29					

UW MEDICINE PRIMARY CARE PANEL MANAGEMENT

PROCESS METRIC: Time spent on Panel Mgmt activities

Your Name: _____

Your Role: _____

Clinic Name: _____

INSTRUCTIONS:

1. Please enter your name, role, and clinic above.
2. At the end of each day, enter the number of minutes you personally spent that day in each category below.
3. On July 1, please email a scanned copy (this page only) to Doug Donaldson at dmdonald@uw.edu.
4. If you have questions, please contact Dr. Vicky Fang at vfang@uw.edu or 206-375-0218.

Date	Category				NOTES
	Time spent preparing for PM meetings	Time spent attending PM meetings	Time spent documenting PM meetings	Time spent on clinical follow-up activities from PM meetings	
Mon Jun 1					
Tue Jun 2					
Wed Jun 3					
Thu Jun 4					
Fri Jun 5					
Mon Jun 8					
Tue Jun 9					
Wed Jun 10					
Thu Jun 11					
Fri Jun 12					
Mon Jun 15					
Tue Jun 16					
Wed Jun 17					
Thu Jun 18					
Fri Jun 19					
Mon Jun 22					
Tue Jun 23					
Wed Jun 24					
Thu Jun 25					
Fri Jun 26					
Mon Jun 29					
Tue Jun 30					

UW MEDICINE PRIMARY CARE PANEL MANAGEMENT

PROCESS METRIC: Time spent on Panel Mgmt activities

Your Name: _____

Your Role: _____

Clinic Name: _____

INSTRUCTIONS:

1. Please enter your name, role, and clinic above.
2. At the end of each day, enter the number of minutes you personally spent that day in each category below.
3. On August 3, please email a scanned copy (this page only) to Doug Donaldson at dmdonald@uw.edu.
4. If you have questions, please contact Dr. Vicky Fang at vfang@uw.edu or 206-375-0218.

Date	Category				NOTES
	Time spent preparing for PM meetings	Time spent attending PM meetings	Time spent documenting PM meetings	Time spent on clinical follow-up activities from PM meetings	
Wed Jul 1					
Thu Jul 2					
Fri Jul 3					
Mon Jul 6					
Tue Jul 7					
Wed Jul 8					
Thu Jul 9					
Fri Jul 10					
Mon Jul 13					
Tue Jul 14					
Wed Jul 15					
Thu Jul 16					
Fri Jul 17					
Mon Jul 20					
Tue Jul 21					
Wed Jul 22					
Thu Jul 23					
Fri Jul 24					
Mon Jul 27					
Tue Jul 28					
Wed Jul 29					
Thu Jul 30					
Fri Jul 31					