

# Optimize Visit Duration

Fifteen-minute appointment slots are a general guideline for scheduling. Certainly, some appointment types should be longer or shorter. A periodic review of appointment durations over 15 minutes is worthwhile to ensure the durations are justified.

Consider standardizing times to create a more flexible schedule. The goal is to optimize durations so times aren't too short or too long. And if you generate long waits, you could lose the opportunity to see additional patients.



## Benefits:

- Increase patient access
- Increase productivity
- Increase revenue

## How to get started:

Review the "Appointment Types by CC" report to identify your appointment duration times and how frequently each appointment has been used. This can be found in the athena Report Library. Your Practice Performance Partner (PPP) can assist.

Identify duration times that exceed 15 minutes. Determine if these appointment types be shortened. This is also an opportunity to exclude appointment types that are never or rarely used.

You can discuss any additional opportunities with your clinical leadership before implementing.