

Memo

To: All doctors, Front Desk
From: Management
Date: May 27, 2021
Re: Minimum number of doctors working protocol

Below is a template that lists the minimum number of doctors needed to see all patients for each office. These numbers were calculated based on the number of sick visits seen in the Summer and the Winter time for the past 2 years at each office (from 2019 to present). The following adjustments will be made to the schedule whenever the number of physicians drops below the minimum number of doctors needed that day.

1. Please ask your colleagues or the new doctors for coverage.
2. **If only 1 doctor is working**- FO will only schedule newborns and sick visits. Any WCC appointments will be rescheduled. (except for Sienna and Sugarland)
3. **If the number of doctors working falls below the** – “Minimum doctors needed to maintain normal well schedule” Reduce the number of WCCs to half for the morning and afternoon schedule. We recommend reducing the number of WCCs even more if you cannot stay past a certain time in the evening. (Memorial- consider reducing WCC with 3 doctors)
4. No WCCs scheduled after 4 PM.
5. Consider taking a shorter lunch to work through lunch.

Please see the attached templates that shows the minimum doctors needed working per day.

Minimum doctors needed to maintain normal well schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Memorial	5	4	4	4	3
Cypress	3	2	2	2	3
Katy	3	3	3	3	3
Woodlands	2	2	1	2	2
Fairfield	3	1	1	1	2
Greater Heights	3	2	2	2	2
Sienna	2	1	1	1	1
Sugar Land	1	1	1	1	1

Minimum doctors needed per day with reduced well schedule (Summer)

	Monday	Tuesday	Wednesday	Thursday	Friday
Memorial	3	3	3	3	3
Cypress	2	2	2	2	2
Katy	3	3	3	3	3
Woodlands	2	1	1	1	2
Fairfield	2	1	1	1	2
Greater Heights	2	1	1	1	2
Sienna	1	1	1	1	1
Sugar Land	1	1	1	1	1

Minimum doctors needed per day with reduced well schedule (Winter)

	Monday	Tuesday	Wednesday	Thursday	Friday
Memorial	4	3	3	3	3
Cypress	3	2	2	2	3
Katy	3	3	3	3	3
Woodlands	2	1	1	1	2
Fairfield	2	1	1	1	1
Greater Heights	2	1	1	1	1
Sienna	1	1	1	1	1
Sugar Land	1	1	1	1	1