

PATIENT NAVIGATION SAMPLE TRACKING FORM

This is a very simple data collection tool. Your program can decide what information to collect and then determine how many charts per week to examine. If patient volume is low, you can track all. If volume is large, consider a reasonable number to see trends.

Unique Identifier	Hospital Identifier	Date/time of call for appointment	Date/time appointment scheduled	Date/time of callback	Date/time of callback appointment

The unique identifier is your choice. It can be as simple as 1, 2, 3, etc. The hospital identifier is usually the medical record number.