

## Front Office Schedule

|   | Monday   | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday  |
|---|--|---|---|---|---|---|
| 1 | <b>Director of First Impressions</b><br>Cherle Ahlstrom<br>8:00 AM - 4:30 PM | <b>Director of First Impressions</b><br>8:30 AM - 6:30 PM           | <b>Director of First Impressions</b><br>Liz Thomas<br>8:00 AM - 4:30 PM | <b>Director of First Impressions</b><br>Liz Thomas<br>8:30 AM - 6:30 PM | <b>Director of First Impressions</b><br>7:30 AM - 4:30 PM       | <b>Director of First Impressions</b><br>8:30 AM - 2:00 PM |
| 2 | <b>Medical Receptionist</b><br>Liz E.<br>8:30 AM - 5:00 PM                   | <b>Medical Receptionist</b><br>Cherle Ahlstrom<br>9:30 AM - 7:00 PM | <b>Medical Receptionist</b><br>Cherle Ahlstrom<br>8:30 AM - 5:00 PM     | <b>Medical Receptionist</b><br>Cherle Ahlstrom<br>9:30 AM - 7:00 PM     | <b>Medical Receptionist</b><br>Liz Thomas<br>8:00 AM - 5:00 PM  |   |
| 3 | <b>Billing Coordinator</b><br>Brenda Anderson<br>9:00 AM - 5:00 PM           | <b>Medical Receptionist</b><br>Liz Thomas<br>10:30 AM - 8:00 PM     | <b>Billing Coordinator</b><br>Brenda Anderson<br>8:00 AM - 5:00 PM      | <b>Medical Receptionist</b><br>10:30 AM - 8:00 PM                       | <b>Billing/FD Backup</b><br>Amanda Elliott<br>8:00 AM - 5:00 PM |   |
| 4 |  | <b>Billing Coordinator</b><br>Brenda Anderson<br>8:00 AM - 7:00 PM  |   | <b>Billing Coordinator</b><br>Brenda Anderson<br>8:00 AM - 1:00 PM      |   |   |

| Medical Receptionists |           | Medical Receptionists |           | Medical Receptionists |           | Medical Receptionists |           | Medical Receptionists |           | Medical Receptionists |           |
|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|
|                       | Available | Cherle Ahlstrom       | Available |                       | Available | Brenda Anderson       | Available | Liz Thomas            | Available | Brenda Anderson       | Available |
| Brenda Anderson       | Available |                       | Available | Brenda Anderson       | Available |                       | Available |                       | Available | Cherle Ahlstrom       | Available |
| Cherle Ahlstrom       | Available | Brenda Anderson       | Available | Cherle Ahlstrom       | Available | Cherle Ahlstrom       | Available | Cherle Ahlstrom       | Possible  |                       | Available |
| Liz Thomas            | Possible  | Liz Thomas            | Available | Liz Thomas            | Possible  | Liz Thomas            | Available | Brenda Anderson       | Possible  | Liz Thomas            | Available |

|             |  |
|-------------|--|
| Available   | Employee is scheduled to work/be in office and is able to perform specific job duties. Employee may be scheduled to work in another department.  |
| Possible    | Employee is not scheduled to work/be in office; however, the employee may be available to be scheduled if asked to perform specified job duties. |
| Unavailable | Employee is not scheduled to work/be in office, and is not available at all.   |

Employee's day(s) off are subject to change for any reason at any time by management. Management will attempt to give you as much notice as possible if this occurs.

Employee's may be asked to work on their scheduled day off, earlier, or later than their typical schedule times. Management will attempt to give you as much notice as possible if this occurs.