

HCA 402 Assignment 5 Tips

- Use an excel workbook to complete assignment
 - o Set up a worksheet for the data set in exercise 8.2

Exercise 8.2

- Set up excel workbook to support schedule similar to as depicted on p. 192 of text
 - o Sample of workbook set up for a 3 week schedule:

[illegible]

- Define assumptions prior to populating schedule
 - Sample of items needed prior to populating schedule
 - 1. Days of operation
 - 2. Hours of operation
 - 3. Hours worked by employees: 8/10/12 hours
 - 4. Goal for coverage (# of staff working at one time)
 - 5. Length of work cycle: 3/4/5 week
- Populate schedule using 0 to depict a day off and X to depict days closed
- This exercise leaves much freedom for creativity, please provide a schedule and assumptions that support a cyclical work cycle for a behavioral care practice with 3 staff members