

Week 1

Date	Time in	Lunch hour	Time out	Tasks accomplished: brief overview of days' tasks and/or responsibilities	Supervisor signature (one signature per week)
May21 Tuesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 Get knowing the stuff and how to communicate with each other 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 I'm entering all new file to the system 5 to 6:30 label the new file of the new patient	

May22 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 greeting and assisting patients 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 Make an oral health promotion and education topics for adult and kids 5 to 6:30 helping the manger for schedule and bill patients and their insurance companies.
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May23 Thursday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 make an appointments for patients and maintain their accounts 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 I'm collect the important email and write it as agenda for the most important email 5 to 6:30 I'm filing system for all patient records for the day .
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May24 Friday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 schedule all appointments and organize dental records 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 communication with arab community for schedule and cancel appointments 5 to 6:30 Explain office policies and dental procedures to the new patients.
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May25 Saturday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 collects general information from a new patients and making a copies of insurance cards and identification card 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 im entering patients' histories information to the system 5 to 6:30 I'm collecting all receipt payments for the day from patients and write a report of that for the manger	
Week 2					
Date	Time in	Lunch hour	Time out	Tasks accomplished: brief overview of days' tasks and/or responsibilities	Supervisor signature (one signature per week)

May28 Tuesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 Schedule appointments and organize dental records 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 confirm upcoming appointments with the patient 5 to 6:30 I'm collecting all receipt payments for the day from patients and write a report of that for the manger	
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May29 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 schedule appointments and organize dental records 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 Make follow up calls to patients for confirming the appointment with them 5 to 6:30 im answer and manage incoming calls in the office
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May30 Thursday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 assisting patients and greeting them 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 I'm collect the important email and write it as agenda for the most important email 5 to 6:30 I'm entering patients' histories information for the new patient to the system
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May31 Friday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 assisting patients and greeting them 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 i,m provide programs and services that improve oral health issues for Arab and non Arab community . 5 to 6:30 I'm collect the important email and write it as agenda for the most important email
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JUN 1 Saturday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 confirm upcoming appointments with the patient for next week 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 arrange a billing for the patient 5 to 6:30 I'm collect the important email and write it as agenda for the most important email	
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Beginning and ending **dates** for time log: ___MAY21 To JUN1 _____

Total hours **this two week period**: **80 hours**

Total hours **for internship** to date: **80 hours**

Supervisor Signature: _____

Printed Supervisor Name: **Nedal Abed**

screenshot of the pages with signature

Week 1

Date	Time in	Lunch hour	Time out	Tasks accomplished: brief overview of days' tasks and/or responsibilities	Supervisor signature (one signature per week)
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May 29 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 schedule appointments and organize dental records 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 Make follow up calls to patients for confirming the appointment with them 5 to 6:30 in answer and manage incoming calls in the office
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Nedal

JUN 1 Saturday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 confirm upcoming appointments with the patient for next week 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 arrange a billing for the patient 5 to 6:30 I'm collect the important email and write it as agenda for the most important email
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Beginning and ending dates for time log: MAY 21 To JUN 1

Total hours this two week period: 80 hours

Total hours for internship to date: 80 hours

Supervisor Signature: *Nedal*

Printed Supervisor Name: Nedal Abed

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