

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)
JUN4 Tuesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 make appointments for the patient and remind them of the dentist's schedule 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 updating of patients' medical records 5 to 6:30 label the new file of the new patient	

JUN5 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 communicate with arab patient and communicating their health issues or lifestyle to health practitioners 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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JUN6 Thursday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 make 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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JUN7 Friday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 disguise with patient about filling and how it can affected area with composite resin 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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JUN8 Saturday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 collects general information from a new patients of this week 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 for new patient of this week 5 to 6:30 I'm collecting all receipt payments for this week of 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)

JUN11 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 teaching mom how to Cleaning children's teeth. 5 to 6:30 we make a promoting dental health at dental clinics for kids and adult	
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JUN12 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 looking over patient file and how to write note of patient visit on their file in system 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 who already confirmed their appointment last week 5 to 6:30 working brushing teeth booklet .
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JUN13 Thursday		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 helping for preparing file for patient who already confirmed their appointment
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JUN14 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 speak with patients about flossing the tooth and how it is important for the tooth life spine 5 to 6:30 I'm collect the important email and write it as agenda for the most important email
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JUN15 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: JUN4 To JUN16

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

Total hours **for internship** to date: 160 hours

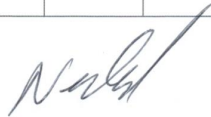
Supervisor Signature: _____

Printed Supervisor Name: Nedal Abed

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JUN16 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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