

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)
JUN18 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 im responsible to maintain databases by checking daily mailing address and telephone networks, and other information need to be functioning of health education programs. 5 to 6:30 working on my second project event that due on July	

JUN19 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 working with the organization that will print our dental name on the T-shirt and then that we hand it to patient on the event 5 to 6:30 working with reception for insurance stuff
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JUN20 Thursday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 Take phone calls and review the appointment 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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JUN21 Friday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 confirmed all appointment for next day 12:30 to 2 recall patient each day I'm responsible to recall patient in order to reschedule a new appointment 3 to 4 discus with patin about there oral health status 5 to 6:30 checks the email and with the important things for the next day
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JUN22 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 work on the paper work of my project event 5 to 6:30 collecting the recite for daily pill	
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)

JUN25 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 communicate with arab paste and confirmed there new appointment 5 to 6:30 discuss with manager about health topics that is good for patient	
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JUN26 Wednesday	10:00 am	12:00 pm to 12:30 pm	6:30 pm	10 to 12 New scandal appointment and looking over the database 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 day 5 to 6:30 printing and organize the oral booklet to hand it to patient .
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JUN27 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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JUN28 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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JUN29 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 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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Beginning and ending **dates** for time log: JUN 18 To JUN 29

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

Total hours **for internship** to date: 240 hours

Supervisor Signature: _____

Printed Supervisor Name: Nedal Abed

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Handwritten signature

screenshot of the pages with signature

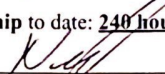
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