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<th>Time</th>
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Activity:
- A1----Absent
- A2----Caring for Patient
- A3----Documentation
- A4----Dictation
- A5----Meeting 1+
- A6----Meeting 3+
- A7----Performing Lab Work
- A8----Phone
- A9----Preparing Work
- A10----Reviewing/Checking
- A11----Supervising
- A12----Typing/Writing/Signing
- A13----Other

Function:
- F1----Accompanying Patients
- F2----Assisting Physician or Other Providers
- F3----Billing Activities
- F4----Checking Message
- F5----Reviewing/Retrieving Information
- F6----Distributing Chart/Other Documents/ Mail
- F7----Examining/Treating Patient
- F8----Performing General Clerical Assistance/Office Task
- F9----Maintaining Equipment, Instruments, Supplies or Medications
- F10----Maintaining Practice Management System
- F11----Maintaining Medical Information System
- F12----Maintaining Patient's Information Record
- F13----Providing Patient Education
- F14----Performing Tests
- F15----Preparing Patient for Minor Procedure
- F16----Providing Staff Instructions/Information
- F17----Purchasing or Making Inventory Decision
- F18----Reporting Problem
- F19----Scheduling
- F20----Training
- F21----Transcribing
- F22----Other

Contact:
- C1----Billing Coordinator
- C2----Doctor/PA/CNS
- C3----Manager
- C4----Medical Technician
- C5----Nurse
- C6----Office Staff
- C9----Patient &/or Family Member
- C11----Self
- C12----Supervisor
- C13----Other