

| Office Assessment Tool to Determine Savings by Eliminating Paper Chart Pulls, File Storage Space and Transcriptions: | | Enter Number or Dollar | Daily Total | Weekly Total | Monthly Total | Annual Totals |
|--|-----------|------------------------------|----------------|-----------------|------------------|------------------|
| Enter the Number of Physicians in the Practice: | 3 | 3 | 3 | 3 | 3 | 3 |
| Enter the Avg Number of Transactions Below Per Physician Per Day: | | | | | | |
| Referrals: | 4 | 12 | 60 | 258 | 3,096 | |
| Consultation Reports: | 4 | 12 | 60 | 258 | 3,096 | |
| Prescriptions: | 20 | 60 | 300 | 1290 | 15,480 | |
| Prescription Refills: | 10 | 30 | 150 | 645 | 7,740 | |
| Test Orders: | 5 | 15 | 75 | 323 | 3,870 | |
| Test Results: | 5 | 15 | 75 | 323 | 3,870 | |
| Phone Calls: | 10 | 30 | 150 | 645 | 7,740 | |
| Patient Visits: | 20 | 60 | 300 | 1290 | 15,480 | |
| Total Number of Transactions: | 78 | 234 | 1170 | 5031 | 60,372 | |
| Enter the avg # of minutes it takes to find/pull a patient's chart: | 5 | 1170 | 5850 | 25155 | 301,860 | |
| Enter the avg # of minutes it takes to document the patient's chart: | 2 | 468 | 2340 | 10062 | 120,744 | |
| Total minutes spent by staff handling charts: | minutes | 1638 | 8190 | 35217 | 422,604 | |
| Total hours spent by staff handling charts: | hours | 27 | 137 | 587 | 7,043 | |
| Enter the average rate per hour of staff who handle charts: | \$15 | | | | | |
| Total Dollars Spent Handling Charts: | | \$410 | \$2,048 | \$8,804 | \$105,651 | |
| Enter the total square footage of the chart room or storing space: | 140 | | | \$2,800 | \$33,600 | |
| Enter the monthly cost per square foot of the chart room: | \$20 | | | \$2,800 | \$33,600 | |
| Total Dollars Spent Storing Charts: | | \$0 | \$0 | \$2,800 | \$33,600 | |
| Enter the average monthly amount spent on transcription: | \$1,200 | | | \$1,200 | \$14,400 | |
| Total Dollars Spent on Transcription: | | \$0 | \$0 | \$1,200 | \$14,400 | |
| Total Dollars Spent on Chart Handling, Storage and Transcription: | | | | | \$153,651 | |
| Enter all Data in Row D | ↑ | | | | | |
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