

Angela's Phone Messages

Status	From	Re:	Message	Date
	Patient A	Provider B	Message	4/27
	Provider B	Patient C	Message	4/27
?	Provider C	Patient D	Message 4/27 Angela left message for provider. Need more information regarding Patient D.	4/24
X	Patient B	Provider A	Message 4/24 left message for patient B	4/24
X	Patient D	Provider C	Message 4/24 Angela spoke with patient D	4/23

The columns are organized by how my voicemail gives me the data. For this office, voicemail gives me the date stamp at the end of the message. In my other office I have the date as the second column as the date stamp is given at the beginning of a message. This way it's simple to tab through the columns.

? = needs action/waiting for response
 X = completed – no action required

The rows are sorted every day by the Status & Date columns so that the messages I need to deal with come up first, and the “?” messages come next.