



The results of our survey on the challenges faced by NAET partitioners reveals that one important task with which practitioners need help is: ***Scheduling patients***. So here is a little quick guide to help you find the right tool to fit your practice.

Scheduling Patients Made Easy

Patient booking is a task which requires a lot of time and energy in your clinic administration. Surprisingly enough, only 46% of the respondents use booking softwares. The reason being that some therapists don't feel comfortable switching from paper to computer, and sometimes because they have not found the right tool for their particular needs.

When used properly, a booking software is an awesome tool that will save you a lot of time and energy IF, you are using the right tool for your clinical settings. Some softwares are not adapted to your needs or might not be flexible enough. That is why we have identified 3 categories that will surely suite your needs.

- If you ***work alone and you book your patients yourself***, then all you need is a FREE tool like : Calendar (on MAC) or Outlook (on Windows). These applications are easy to use and will easily replace your good-old paper agenda for FREE.
- If ***you have an assistant who books your appointments***, you can use a tool like [Google Agenda](#) or [Hour](#). These two on-line services are FREE and easy to use and they will allow you or your assistant to access your schedule from anywhere preventing any double-booking.
- If your practice requires you to ***manage many treatment rooms*** or multiple therapists, then you need something a little more sophisticated like [GOrendezvous](#). This leader in on-line booking systems allows you and your patients to book on-line from the web or from your own website (*statistics show that 40% of all on-line booking made by patients are made outside business hours*), to define your schedule, manage multiple rooms, send patient automated

reminders by email / text messages, manage waiting list They have a free trial version and also an inexpensive complete version.

I hope this little guide helps you in selecting the right tool for your needs. Don't hesitate to write with any questions or concerns.

Sincerely,

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